



City College of San Francisco

50 FRIDA KAHLO WAY • SAN FRANCISCO, CA 94112 • (415) 239-3000

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT CITIZENS' BOND OVERSIGHT COMMITTEE PROP A 2001 / PROP A 2005

MINUTES

WEDNESDAY, June 3, 2020

Via Zoom Video Conference

1. **Call to Order and Roll Call:** A.J. Thomas, Chair, called to order the meeting of the Citizens' Bond Oversight Committee at 10:07 AM on June 3, 2020. In response to the COVID-19 shelter-in-place order, the meeting was held via video conference. Roll call was conducted. Members present: A.J. Thomas (Chair), Dennis Kelly (Vice-Chair), Peter Gallegos, Christine Hanson, Shanon Lampkins-Jones, Linda Fadeke Richardson, Steven Tang. Member Rafael Musni joined the meeting at 10:24 AM.
2. **Approval of June 3, 2020 Agenda** – Approved. Ayes: Kelly, Gallegos, Lampkins-Jones, Richardson, Tang; Abstained: Hanson. (Richardson/Kelly)
3. **Review and Acceptance of Minutes**
 - a. May 9, 2019 meeting as presented and amended by members who were present at the time – Approved. Ayes: Hanson, Kelly, Lampkins-Jones, Tang; Nays: Richardson; Abstained: Gallegos. (Hanson/Kelly)
 - b. May 20, 2020 meeting – Approved. Ayes: Kelly, Gallegos, Lampkins-Jones, Richardson, Tang; Nays: Hanson. (Tang/Richardson)

Member Rafael Musni joins meeting at 10:24 AM.

Motion to move public comment up on the agenda to Item 4 – Approved. (Richardson/Gallegos)

4. **Public Comment**

Harry Bernstein: Request the CBOC to ask the Board of Trustees to ask Bond Counsel to document CBOC bylaws requirement and ask Bond Counsel to weigh in on whether it is okay or advisable to have the Bond money used for the Facilities Master Plan.

Edward Simon Hanson: Comment for committee to producing past year reports accurately on bond expenditures and if past monies were spent appropriately, on what specific projects, and in what amounts. The college needs to know if there are bond spending for normal operations of the college.

5. **Chair's Report**

Committee Chair Thomas reported on committee activities. Ms. Hanson and Mr. Musni worked on completing the 2016/17 draft report for review and discussion today. The request for committee support

BOARD OF TRUSTEES

SHANELL WILLIAMS, PRESIDENT • TOM TEMPRANO, VICE PRESIDENT • DR. BRIGITTE DAVILA

IVY LEE • ALEX RANDOLPH • JOHN RIZZO • THEA SELBY • BRYAN DALEY, STUDENT TRUSTEE

DIANNA GONZALES, INTERIM CHANCELLOR

has been approved to be provided by staff and Ms. Ann Kennedy. Ms. Kennedy will assist with answering questions and getting draft reports to the committee to look at in two weeks' time. The timetable as discussed in the previous meeting is still on track. The iteration of the bond oversight committee is slated to end and be reformed in July or August. In response to requesting information, logistical support, or legal questions for Bond Counsel, the process is to reach out to the chair for coordination. He acknowledged the need to have the 2018-2019 audit document in order to complete the report and that it would likely be evaluated at the next meeting.

Ms. Kennedy spoke on the close out process reporting for when the last dollar is spent on 2001 and 2005 bond funds. To close out the bond, it will be with the last annual audit and annual report of the last dollar base including last interest earned dollars and then presented to the Board. It would continue into the next committees' work, assuming the amended and restated bylaws to include 2001 and 2005 bond.

Mr. Casnocha, Bond Counsel, will be invited to the next meeting so he is present if there are follow up legal questions on the draft documents.

6. Review and Discussion of Updated Draft Language for Draft 2016-2017 Report

Ms. Hanson walked the committee through the document highlighting the added language to the draft report. She inserted a placeholder page for the committee statement regarding compliance. She explained that the audit does not test all spending so the audit reconciliation table on non-bid purchase orders provides a breakdown of spending on those items, for example, on the facility master plan.

Ms. Richardson commented using this draft as a framework for the report. The committee to go back to review the content and look at assumptions and if any are contradictory. The next step to suggest changes and what to elaborate on.

Ms. Hanson would like to see more substance in this report specifically numbers such as beginning and ending balance, change orders, soft costs, legal costs, and construction money that went to hard costs. She noted that things changed, such as staffing, while the report was written about a year ago.

Ms. Kennedy addressed where the current committee names would go in the report. There will be umbrella language which is the background pages that are at the front. Each report year will be separated listing out those members that were seated in that year as there is a requirement in these reports that each year be addressed including its activities in that year and if compliance requirements were met. The umbrella can be the current committee that is moving the report to a presentation to the Board of Trustees.

Ms. Hanson noted there were some unanswered questions on the page under legal and audit expenses. She had requested a report from Luther Aaberge on what was spent on legal services but did not get that report.

Vice-Chair Kelly thanked Ms. Hanson for all of the work that went into getting the past work laid out so that the committee has the basis for the report that eventually will be presented to the Board of Trustees.

Ms. Richardson stressed the importance for this committee to convey to the subsequent committees and to the trustees the observations that will be the legacy in management of the subsequent bonds. There is still need to format the content and include this committee's summary.

Mr. Musni has written the CBOC statement to the community and a comment on the future bond that he will submit. He also wrote the compliance opinion encompassing what different members of the CBOC felt at the time and the general feeling was that the school was mostly in compliance with some specific exceptions.

Chair Thomas noted that any compliance opinion that is going to be issued will be by this committee. Once the members review the drafts of the three different years and look at all the information will then make an assessment and reach consensus. He will work with Ms. Kennedy to incorporate the additional language from Mr. Musni into the final draft. There was a compliance opinion document document that was discussed two weeks ago that will be part of the discussion in two weeks' time when reviewing the final drafts.

Ms. Lampkins-Jones stated that it is unclear how the current committee in 2020 will influence the compliance statement from a report that covers 2016 to 2017. It was her understanding that the language that Mr. Musni was planning to include was going to finalize this statement and that additional committee members were not including their opinions or changes post reporting period. It is her understanding that with the addition of some clarification that Mr. Musni and Ms. Hanson were adding to the report, this report was done as of May 2019. She wanted to clarify if this committee is reviewing this report again and making additional edits to finalize and then moving on to the next two reporting period.

Chair Thomas noted that Ms. Hanson and Mr. Musni was tasked with completing the draft within the two-week period, and they were able to provide the majority of the information they wanted to share and then to use the draft as a bedrock going forward. Nobody has suggested any changes to this report thus far. After committee members have seen the final drafts of all three reports, they can offer amendments if there are substantive changes they wanted to make to the report.

Ms. Richardson commented that the report is not in its entirety, and it is the members' obligation to look at this report's content and suggest changes based on observations and on the audit report so that they will be able to convey to the public what had transpired here. She clarified that this report is only a framework and not adopting all the contents here.

Chair Thomas noted that background materials were shared via the website link, email attachments, and in the physical meeting at the Evans campus. Every member of the committee was given printed hard copies of requested background materials. If there is a need for any additional background materials or that sufficient information was not provided, please contact the chair for digital copies.

7. Tasking CBOC Reports for Fiscal Years: 2016-2017, 2017-2018, 2018-2019

Next meeting scheduled for June 17th at 10:00 AM and another one two weeks after that on July 1 at 10:00 AM. The plan is that by the 17th, there will be completed drafts of all three years for a vote to adopt or wait two weeks if people want more time for a final vote on July 1. The committee members can offer amendments at any point.

Mr. Tang suggested that if anyone has amendments or issues with any of the drafts next week, to prepare draft replacement or amendment language so it can be distributed ahead of the meeting.

Ms. Hanson would like to have Ms. Kennedy weigh in about the difficulty in creating a report of a period before the audit of that reporting period is finished for 2018-2019 fiscal year.

Ms. Kennedy noted that there is an audit report on file for the period ending June 30, 2019. Since the committee has not had that audit report presented to them yet, to request the auditor to present that report at the next meeting so that the committee receives that report. She can keep moving the draft forward. The audit report will be distributed to the committee and posted to the website. Ms. Kennedy noted the requirement to separating out 2001 from 2005. There needs to be a notation in the current report.

Mr. Kelly requested having a physical uniform printed packet sent to the members by mail for the next meeting. Committee members to email the chair with their preferred mailing address by the end of the day. Digital copies will be distributed as soon as they are available.

8. Adjournment – Meeting adjourned at 11:41 AM.