



CITIZENS' FINANCIAL OVERSIGHT COMMITTEE

For the School District of Manatee County

Committee Notes / Minutes

Meeting Date	August 3, 2022	
Meeting Time	2:00 PM	
Meeting Location	Walter E. Miller School Support Center	
Committee Chairman	Susan Harrigan	
Note Taker	Christian Moreno Hernandez	
Attendance	<p>Committee Members: David Ballard, Outgoing Chair Pat Barber Tom Ehren Susan Harrigan, Incoming Chair Cynthia Howard (Teams) Sandra Holley Cindy Spray, Outgoing Vice-Chair George T. Small Michael Hartman, Incoming Vice-Chair</p>	<p>Board Members: Mary Foreman (Teams) Charlie Kennedy</p> <p>Staff: Tim Bargeron, Deputy Superintendent of Business Services Ryan Juengling, Fiscal Specialist Cathy Miley Hayden, Director of Finance Christian Moreno Hernandez, Executive Secretary</p>
Opening	<p>Call to Order</p> <ul style="list-style-type: none"> Chair Ballard called the meeting to order at 2:05 PM. <p>Audio Recording</p> <ul style="list-style-type: none"> Chair Ballard announced that the meeting was being recorded. 	
Review and Accept Minutes from June 1, 2022	<p>Motion: Motion to approve the June 1, 2022 Minutes was made by Vice-Chair Spray and seconded by Ms. Barber.</p> <p>The motion was approved 8-0. Ms. Howard was not present for the vote.</p> <p>Chair Ballard moved to New Business to welcome new Committee Members.</p>	
Public Comment	<p>Notes: There were no requests for public comment.</p>	
New Business	<p>a. Welcome New Committee Members</p> <p>Notes: Chair Ballard welcomed the new Committee Members and allowed the new Committee Members to introduce themselves.</p> <p>Mr. Small and Mr. Hartman introduced themselves and provided an overview of their work experiences.</p> <p>Chair Ballard resumed the order of the agenda and returned to Public Comment.</p> <p>b. Review of Annual Report Presentation</p> <p>Notes: Chair Ballard invited Board Member Kennedy to share feedback from the School Board on the Annual Report.</p> <p>Board Member Kennedy expressed his appreciation to the Committee for their hard work and stated that he was impressed with the final report. Ms. Barber noted that the report was approved by the School Board on July 26, 2022.</p> <p><i>Cynthia Howard joined the meeting at 2:12 PM Via Teams.</i></p>	

Old Business

a. Election of Committee Chair

Notes: Chair Ballard stated the purpose of the item on the agenda is to make a succession plan. He noted it has been an honor and privilege to serve as Chair and asked for volunteers to fill this role.

Vice-Chair Spray stated that due to other commitments she is not able to serve as Chair at this time.

Board Member Kennedy shared with Vice-Chair Spray that running as a School Board candidate does not preclude her from serving as the Chair. Vice-Chair Spray thanked him for his comments but stated she was not able to volunteer due to time constraints.

The Committee held a discussion regarding the role of the Chair, the time commitment, and current members of the Committee.

Ms. Barber nominated Ms. Harrigan to be the Chair.

Motion: Motion to elect Ms. Susan Harrigan as the Chair of the Citizens' Financial Oversight Committee was made by Ms. Barber and seconded by Ms. Holley.

Ms. Harrigan accepted the nomination.

Following the motion, Ms. Barber stated that if Ms. Harrigan is to serve as Chair, then another member will need to lead the Communications Sub-committee.

The Committee held discussion and asked questions regarding the current meeting schedule for the Citizens' Financial Oversight Committee.

Ms. Harrigan stated she would need a Vice-Chair. Mr. Hartman volunteered.

Ms. Barber restated her motion to elect Ms. Harrigan as the Chair.

Ms. Holley spoke to the composition of the Committee. She recommended that the new Chair survey the other members to identify their skill sets to see where they can best serve and asked if the Vice-Chair had to be selected today. Chair Ballard stated that he believes the new Chair should choose the Vice-Chair.

Ms. Barber noted that not all members were in attendance.

Motion: Motion to elect Ms. Susan Harrigan as the Chair of the Citizens' Financial Oversight Committee was made by Ms. Barber and seconded by Ms. Holley.

The motion was approved 9-0.

Former Chair Ballard turned the gavel over to Chair Harrigan.

Following the vote, Vice-Chair Spray made a motion to elect Mr. Hartman as Vice-Chair.

Motion: Motion to elect Mr. Michael Hartman as the Vice Chair of the Citizens' Financial Oversight Committee was made by Vice-Chair Spray and seconded by Mr. Ballard.

	<p>Chair Harrigan asked for a vote.</p> <p>The motion was approved 9-0.</p>
<p>Administrative Matters</p>	<p>a. Review Committee Meeting Schedule <u>Notes:</u> Chair Harrigan asked for the Committee to review the meeting schedule. Ms. Spray stated that monthly meetings should be held in January, February, and March.</p> <p>b. Date of Next Committee Meeting <u>Notes:</u> October 5, 2022, was noted as the date for the next Committee Meeting.</p> <p>c. Agenda Items for Next Committee Meeting <u>Notes:</u> Chair Harrigan asked the Committee Members if they have any agenda items for the next Committee meeting.</p> <p>The Committee held discussion and asked questions.</p> <p>Ms. Spray asked for data related to performing arts for Fiscal Year 2022-2023. Ms. Barber stated that the Committee is charged with review of the Fiscal Year of July 1, 2021, through June 30, 2022.</p> <p>Mr. Ballard inquired about the best way for the Committee to request data for 2021-2022. Mr. Bargeron stated he can generate revenue reports and expenditure reports. Chair Harrigan asked Mr. Bargeron to send the Committee the reports he mentioned for their review.</p> <p>The Committee held discussion regarding the difference between retention and vacancies.</p> <p>Board Member Kennedy noted that data requests need to come from the majority of the Committee versus one member. He recommended for Ms. Spray to frame her request in the form of a motion.</p> <p>Motion: Motion for the Committee to ask the District to provide information on turnover rate and retention was made by Ms. Spray and seconded by Mr. Ehren.</p> <p>Ms. Barber referenced the recommendation from the Annual Report "The CFOC recommends that the District develops and implements a method to track retention and turnover on an employee basis".</p> <p>Chair Harrigan asked if Board Member Foreman could bring that to the School Board.</p> <p>Board Member Kennedy volunteered to bring this outstanding request to the School Board.</p> <p>Following the discussion, Chair Harrigan amended the motion.</p> <p>Motion: Motion for Board Member Kennedy to take back to the Board the outstanding recommendation from the Annual Report was made by Chair Harrigan and seconded by Ms. Holley.</p> <p>The motion was approved 9-0.</p>

	<p>The Executive Secretary asked for clarification regarding the motion. Ms. Spray noted that the first motion was amended.</p> <p>Board Member Kennedy confirmed the recommendation from the Annual Report.</p>
<p>Comments from Committee Members and Staff</p>	<p>Notes: Mr. Ballard thanked the Committee for trusting him to be the Chairman for the last year and suggested looking into the process for requesting information. Lastly, Mr. Ballard suggested looking at the requirement for the Chair to interview every new member.</p> <p>Mr. Small asked the Committee about the process for the new members to get started. Committee Members recommended reviewing the Annual Report, the Charter and the Sunshine Manual. Mr. Small and Vice-Chair Hartman confirmed they had received the Sunshine Manual.</p> <p>Mr. Ballard asked the Committee if the Dashboard would be able to continue under the bill that was passed by Representative Robinson. Ms. Barber stated that the Dashboard would continue.</p> <p>The Committee held discussion and asked questions.</p> <p>Ms. Barber suggested sending the Redbook and Acronyms to the new Committee Members.</p> <p>Chair Harrigan noted October 5, 2022, as the date for the next Committee Meeting.</p>
<p>Adjournment</p>	<p>Notes: Chair Harrigan adjourned the meeting at 3:02 PM.</p>

Chairman, Committee

Note Taker, Committee