

**Minutes
Budget Advisory Commission
and
School Budget Advisory Commission
May 4, 2011**

BAC Members Present:

Tony Cange
Andy Clary
Steve Hartung
Liz Vazquez

Excused:

Jim Bailey
Heather Ireland
Bill Webb

SBAC Members Present:

Shirley Nelson

Excused:

Tam Agosti-Gisler
Greg Gurse
David Alexander

Guests:

ASD: Marie Laule, Budget Director; Chad Stiteler, CFO
MOA: Cheryl Frasca, OMB Director

The meeting was called to order by Vice-Chair Tony Cange.

Approval of Minutes

Minutes of the April 6 regular and April 20 special meetings were approved upon a motion by Andy Clary that was seconded by Steve Hartung.

Administration's Report

Cheryl Frasca, OMB Director, reported on first quarter amendment process and walked members through the "AM Support" report that details changes made throughout the amendment process. She reported that the deadline was last Friday for bids in response to the Efficiency RFP and that 7 were determined as responsive.

ASD Report

Chad Stiteler reported that the School Board elected Gretchen Guess as its new chair and that it has created a Budget & Finance Committee, similar to the Assembly's, consisting of three members (Crystal Kennedy, chair; Kathleen Plunkett and Jeannie Mackie). Previously the full School Board served in this role as a committee of the whole. Chad also spoke to the cash handling issues that previously had been in the news. While ASD has current procedures in place, it is reviewing how it can strengthen compliance. It also will be automating some procedures, identifying how it can strengthen cash handling procedures, conducting more audits, and providing more training to individuals located in the schools that handle cash.

Other Business

Decided to not meet in June and July. Starting in August the meeting time will be noon instead of 11:30. Chad suggested that the commission could hold some of its meetings at ASD's headquarters. It was agreed to hold the September meeting at ASD.

The meeting adjourned at 12:05 p.m.

Respectfully submitted,

Cheryl Frasca