

**Yolo County Office of Education
Davis Room
1280 Santa Anita Ct. #100
Woodland CA 95776
Committee Meeting Minutes
June 4, 2009
Final Version- August 6, 2009
Gathering 9:30 a.m. Meeting 10:00 a.m.-2:15 p.m.**

LEC Coordinator/Representative Attendees:

Greg Englar, Sonoma County Office of Education– Region 1
Eileen Dolan, Glenn County Office of Education – Region 2
Debbie Geer, Glenn County Office of Education- Region 2
Marjorie Rollins, Sutter County Superintendent of Schools, **Co-Chair**- Region 3
Michelle Cowart, Contra Costa County Office of Education- Region 4
Monica Morgan, Santa Cruz County Office of Education- Region 5
Janice Holden, Stanislaus County Office of Education- Region 6
Sue Hamblin, Stanislaus County Office of Education- Region 6
Susan Ellyson, Madera County Office of Education- Region 7
Ken Gragg, Kern County Superintendent of Schools- Region 8
Margaret Roux, Kern County Superintendent of Schools- Region 8
Annette Jewell, Orange County Department of Education- Region 9
Christine Ridley, San Bernardino County Superintendent of Schools- Region 10
Cathy Bray, Los Angeles County Office of Education, **Co-Chair**- Region 11

Other Attendees:

Bob Baxter, Department of Health Care Services (DHCS)
Janice DiCroce-, LGA Co-Chair
Lynda Lindsay, LGA Co-Chair
Cathy Bennett, Sacramento City Unified School District
Anysia Drumheller, Butte County Office of Education
Sherry Purcell, LA Unified School District
Jamie Porter, Butte County Office of Education
Linda Davis-Alldritt, Department of Education
Jeff Holland, Sutter County Superintendent of Schools

Absent:

Elizabeth Touhey, Department of Health Care Services (DHCS)
Barbara Schultz, Department of Health Care Services (DHCS)

1.0 Introductions

- Each individual stated his/her name and agency affiliation

2.0 Additions to the Agenda

- 13.0 Lunch Fund
- 14.0 DHCS Site Visits
- 15.0 1st Quarter Time Survey week

3.0 Approval of Minutes

- April 2, 2009 minutes were approved

4.0 Federal Updates-

4.1 Briefing from Washington D.C.

- Jeff Holland advised the committee that the public comment period regarding the Department of Health and Human Services proposed rescinding of CMS's regulations resulted in numerous positive replies. At this time the Lewin Report has not been canceled and a voluntary meeting has been scheduled between the Department of Health Care Services and the Lewin Group. There is an assumption that the moratorium may be extended to October 2009, pending the Lewin Report for Congress. No final action has been taken by the Department of Health and Human Services.
- Washington legislative leadership was sensitive to the needs of California schools during these economic times. Legislators were also aware of what was being accomplished with the dollars spent through this program.
- The LEC committee recognized Jeff Holland for his many years of service for the SMAA program.

4.2 2287-P2

- Bob Baxter commented that at the present time there have been no changes, to the program, the moratorium remains in effect. This may change once the Lewin Report is completed. The Department of Health Care Services has scheduled meetings to provide information on a volunteer basis, to the Lewin Group for their report. The present understanding is that the Lewin Report process will continue and a final report will be given to Congress in October regardless of the outcome of the Department of Health and Human Services rescinding of regulations.

4.3 Vacancies at the Department of Health Care Services

- As a result of the hiring freeze one analyst position remains vacant.

4.4 Status of invoices vs. Budget approval

- Bob Baxter is signing all invoices today that are ready to be sent to accounting.
- Once a quarter your Department of Health Care Services, analyst should be providing each LEC with a status report. If you do not receive your status reports by the middle of the quarter, please contact your analyst and cc Bob Baxter.

4.5 Training

- DHCS training materials for the 2009-2010 year will be posted by the end of June.
- All annual trainings must be conducted after July 1; all participants must be trained in the fiscal year that they are claiming.

4.6 2009/2010 Manual Changes

- The 2009-2010 SMAA Manual is scheduled to be posted on the website by the end of June.

5.0 Review Guidelines for Invoice revisions

- The LEC committee discussed the need to work with DHCS in the creation of a year-to-year guidance tool for use during site visits. This tool would assist in providing consistency in reviewing prior year operational plans based on the corresponding manual.
- The LEC Co- chairs will be collecting information from the LEC's to assist in the creation of the audit tool.

6.0 DHCS Resolutions Requirements for Contracts

- LEC contracts not signed by board approval, but by someone with "delegation rights" must attach a letter from the school board identifying the person to whom "delegation rights" has been given.
- A Board resolution with two copies must be attached to the DHCS contract when the LEC participation fees are above \$75,000 or must show on an agenda that this has been discussed at the County level.

7.0 Election of LEC Committee Officers

- Annette Jewell has been elected to serve as the LEC Co-Chair for the 2009/2010 and 2010/2011 fiscal years. Margie Rollins has been elected to serve as Co-Chair until June 2010.
- Monica Morgan has been elected Secretary for the 2009/2010 and 2010/2011 fiscal years.

8.0 2009/2010 LEC Meeting Schedule

- The proposed LEC meeting schedule was distributed and discussed. Taking into account for travel expenses and facility costs it was decided to meet quarterly instead of every other month. The LEC committee is scheduled to meet on August 6, 2009, November 5, 2009, February 4, 2010 and on May 6, 2010.
- The LEC committee agreed to meet quarterly if the DHCS will continue to meet every other month with the Co-Chairs.

9.0 Time Survey Training Qualifications

- See 2007-2008 SMAA Manual Training Language
- If a claiming unit wishes to participate, the LEC/LGA must provide training prior to the time survey and maintain training verification.
- LEC'S and LGA's, along with their designated agents, will be allowed to develop additional training materials and offer training sessions to their respective claiming units, based on the DHCS state wide training materials.
- Additional staff added to an Operational Plan (OP) during the fiscal year must also be provided training by the local /regional MAA coordinator prior to time surveying.
- LEA MAA coordinators are responsible for training all time survey participants, reviewing each time survey form for completion and correctness, ensuring that the surveyed activities are claimable, and maintaining the original time survey forms in the claiming unit audit file.
- Examples of duties that vendors may do:
 - Conduct training for time survey, preparing the operational plan and invoice
- The following must be performed by the LEC/LGA Coordinator:
 - Attend time survey trainings conducted by or for LEA's

10.0 LEA Billing Report

- Navigant, Bob Baxter and Rob Williams were still working on the errors. Discussions continue regarding under payments and overpayments
- There is a bill in the legislation to clean up the issues around providing information to legislators on what years LEA's have over and under paid.
- LEA's are requesting a "K" letter from Elizabeth Touhey to prevent the state from taking too much money from the LEA's

11.0 Invoice News

- No report was submitted- See 4.0

12.0 LGA Report

- Susan Ellyson will continue as the LGA representative.
- The LGA committee discussed the present moratorium extension to June 30, 2009 as well as the 2009-2010 quarter 1 time survey week.

13.0 Lunch Fund

- Lunch fund accounting information was distributed to the LEC's for review

14.0 DHCS Site Visits

- Every three years the DHCS will select a few claiming units and conduct a Site Visit review of their Operational Plan documents. The DHCS analyst team will not always be the same people.
- The LEC committee discussed concerns that audits are being conducted using present manual standards.
- DHCS presently has no travel provisions and may ask for desk reviews.
- DHCS will be looking at the years 2005/2006 along with 2006/2007 in order to speed up the present site review process.
- The committee discussed the creation of a site visit tool for DHCS reviews.

15.0 First Quarter time survey week

- The MAA week has been announced and clarification was requested regarding the start date for schools when MAA week starts on a Saturday.
- The committee discussed that when students have not been in attendance for more than 30 days and MAA week is prior to the first day of school, then the 6th day after school starts rule applies. See Manual.