



**PERALTA COMMUNITY COLLEGE DISTRICT**  
**Bond Measures Oversight Committee**

**Minutes**

Wednesday, February 8, 2023

5:30 pm – 7:30 pm

A recording of the meeting is available on the [Peralta YouTube channel here](#).

**Members Present**

- **Andrea Dawson (chair)**
- **Jeff Cambra**
- **Marcus Crawley**
- **Yusef Herbert**

**Guests Present**

- **Atheria Smith** – Interim Vice Chancellor of General Services, PCCD
- **Nathaniel Jones III** – Acting VC of Finance & Administration, PCCD
- **Ben Leavitt**, CDWL Certified Public Accountants
- **Mark Johnson** – Executive Director, Marketing, Communication & PR, PCCD (Notes)
- **Sean Brooks** – VP Administrative Services, Berkeley City College, PCCD
- **Amy Marshall** – Director of Facilities & College Operations, Laney College, PCCD

**AGENDA**

**1. Call to order, introductions & Membership update.**

- a** Chair Dawson called the meeting to order at 5:35pm and announced that Dr. Stacy Thompson has resigned from the committee citing other commitments that do not allow for time to serve.
- b** Mark Johnson commented that recruitment for student member is ongoing, and recruitment for vacant at-large seat would begin.
- c** Marcus Crawley requests appoint replacement as soon as possible for minimum of two years

**2. Approve meeting agenda.**

- a** Public Comment – allotted for 10 min, was adjusted down to 5 min for public comment,
- b** Chair Dawson pointed out that with the update on committee membership, original item 5 had already been discussed
- c** Moved to approve by Dawson, Second by Cambra, unanimous approval

**3. Approve Minutes from November 9, 2022 meeting**

- a** Moved to approve by Dawson, Second by Cambra, unanimous approval

**4. Public comment – none**

**5. Membership update** – as noted in #1, Dr. Stacy Thompson has resigned from the committee.

**6. FY2021-22 Bond Audit report (Ben Leavitt)**

- a** Mr. Ben Leavitt, Partner with CWDL, the audit firm retained by Peralta Community College District, proceeded to review the audit process and documents, specifically the [PCCD Measure A & G Performance Audit Report for FY 2021-22](#) and the [PCCD Measure A & G Financial Report for FY 2021-22](#). Gratitude was expressed to the Peralta CCD team, particularly staff from Finance & Administration, and General Services. CWDL review of financial statement resulted in “Unmodified Opinion” which is the highest level of confidence in an opinion an auditor can provide. He explained that there were a few “significant findings” but noted that there was a “very strong sense that Management has an understanding of the controls needed” to resolve those finding. He also explained there were no “material weakness” identified – a more serious level than “significant findings.” Overall, he expressed that PCCD spending on Measures A & G is complaint with California bond law.
- b** Rich discussion followed in which Mr. Crawley and other committee members expressed gratitude for the detailed report. Mr. Cambra asked about the impact of COVID on building projects and Mr. Leavitt responded that there’s undoubtedly an impact from supply-chain delays and increased costs for materials.

**7. BMOB Annual Report for FY 2021-22.**

- a** Andrea Dawson and Jeff Cambra will make up the subcommittee to draft the report FY 2021-22 Annual Report and will bring a draft to the committee at an upcoming meeting.

**8. Website Relaunch Proposal.**

- a** The committee unanimously approved work by the PCCD marketing web development team to build out the BMOB site on the Peralta website. The goal is to move from [Build Peralta](#), which is more of an overall bond information and promotion site, to the district’s main website at [www.peralta.edu](http://www.peralta.edu).

**9. Merritt College Child Development Center & Other Groundbreaking Ceremonies**

- a** Chair Dawson shared that she attended the Merritt College CDC groundbreaking, a bond funded building project, which she described as a lovely event

**10. Site Visit to College of Alameda (Informational Item). 5 minutes (Chair Dawson)**

- a** Chair Dawson and Yusef Herbert expressed interest in visiting the new building at COA.

**11. Monthly Meeting Schedule / Frequency**

- a** This item was tabled to allow for more discussion– Chair Dawson suggested a schedule with maybe 8 monthly meetings during the year, take off in July-Aug and Dec-Jan, but no action taken.

**12. Next meeting Agenda recommendations.**

- a** Vice Chair election
- b** Website development status update
- c** Annual report subcommittee status report
- d** Site visit planning

**13. New Business** – there was no new business suggested.

**14. Adjournment** – Chair Dawson adjourned the meeting at 6:50pm