



PARCEL TAX OVERSIGHT COMMITTEE MINUTES

Wednesday, May 10, 2023
Meeting Time: 3:00 pm to 5:00 pm
Location: Zoom Video Conference
Meeting ID: 918-6732-5184

Committee Members (Present):

Ms. Kathie Smith, Vice Chair
Ms. Sherrone Smith (Via Zoom)
Mr. William Higgs
Mr. Robert Shoffner

Committee Members (Absent):

Ms. Mali Watkins

PCCD Staff Present:

Dr. Jannett N. Jackson, Interim Chancellor
Dr. Stephanie Droker, Interim Deputy Chancellor, Peralta Community College District
Dr. Nathaniel Jones III, Interim Vice Chancellor of Finance & Administration (Via Zoom)

Minutes Recorded by: Mr. Richard Ferreira, Executive Assistant, Finance & Administration

Guests:

None



1. Call to Order and Introductions

The meeting was called to order at 3:05 p.m. with quorum by Vice Chair Smith and introductions made.

2. Review and Approval of Agenda

The Agenda was approved without changed.

3. Review and Approval of Minutes

The Minutes from the previous two (2) Parcel Tax Committee meetings on both November 02, 2022, and February 8, 2023, were approved.

4. Public Comments

It was encouraged to receive more input from the Public.

5. Welcome New Committee Member(s) and appoint Chair and Vice-Chair

Nominations for the Committee Chair were made and approved.

Mr. William Higgs as the Vice Chair

Mr. Robert Schoffner as the Chair

Ms. Kathie Smith, Vice Chair relinquished her duties.

6. Parcel Tax Plans Parcel Tax Budget Allocation/Expenditures, Spring 2023

The concern regarding how the Parcel Tax increased student outcomes was addressed and the initial step is to determine or define outcome. PCCD Administrators may capture the data and appropriately operationalize them, which means defining them in a standardized way, so that reporting may be reliable. Then work as a group for a narrative that is acceptable to the committee.

It is important to look at what percentages of the resources were allocated in those areas. This is so the spending becomes the unit of analysis by category to indicate that we are following the language of the Parcel Tax.



Parcel Tax Annual Report Template Motion approved with Amendment.

Motion approved with amendment. Outcomes (include)

Narrative & PowerPoint.
Amend Template example of data.
Using measures to clearly define reliable way.
Include the colleges.

7. Other Announcements

The Committee requested from Natasha (Legal) information regarding the Brown Act training for the Chair and Vice Chair.

Next meeting agenda items requested:

Proposed next meeting date to be September 13, 2023, at 3:00 pm.

The committee requested PCCD Administration to provide the Reports two weeks before the next meeting.

Invite Mark Johnson to the next meeting.

8. Adjournment

The meeting adjourned at 3:39 pm.

Peralta Community College District Parcel Tax Oversight Committee Annual Report
Academic Year XYYY

Introduction

The purpose of the Peralta Community College District Parcel Tax Oversight Committee (“Committee”) is to inform the public concerning the expenditure and use of revenues from the Parcel Tax Measure. The Committee is charged with reviewing and reporting on the expenditure of parcel tax proceeds and to ensure the revenue is expended for their authorized purposes, as stated in the Parcel Tax Measure.

The members of the Committee for YEAR are: Insert Names

Background on Parcel Tax Measure E

The Peralta Community College Board of Trustees (“Board” or “Governing Board”), at its meeting on October 9, 2018, adopted Resolution 18/19-27 supporting the accountability provisions the Peralta Governing Board approved on July 18, 2018 as part of the approval process for the November 2018 ballot measure now known as Measure E.

On November 6, 2018 the voters of the District approved Measure E, authorizing renewal of a parcel tax of \$48 per parcel for another eight years. Pursuant to Measure E, and B, the Board is required to appoint a citizens’ oversight committee (“Committee”). The Committee was designated as the oversight committee for Measures B and E (“Parcel Tax Measures”) on December 11, 2018 and its membership reconstituted on March 1, 2019.

Measure E Accountability Measures

The following accountability measures apply to the special tax levied in accordance with Measure E: (a) the specific purposes of the special tax shall be those purposes identified in Board Policy 6741; (b) the proceeds of the special tax shall be applied only to those specific purposes identified in Resolution No. 18/19-27; (c) a separate, special account shall be created into which the proceeds of the special taxes must be deposited; and (d) an annual written report shall be made to the Governing Board of the District showing (1) the amount of funds collected and expended from the proceeds of the special taxes, as identified above. In addition, an oversight committee of citizens shall be appointed or designated by the Governing Board to ensure that the special tax proceeds are spent for their authorized purposes and to report annually to the Governing Board and the public regarding the expenditure of such funds. The committee’s purpose is an audit function rather than an advisory function. The members shall be expected to attend regular meetings, diligently review all pertinent information provided to the committee, and abide by all rules of conduct pursuant to the Bylaws.

In furtherance of its purpose, the committee will at its discretion, engage in the following activities: (a) receive and review expenditure reports produced by the District to ensure that the parcel tax revenue was expended in accordance with the purposes set forth in the ballot language as approved by the voters; (b) prepare and present to the Board, in open session, an annual written report (“Annual Report”) which will include: (i) a statement indicating whether the District’s Parcel tax revenue expenditures for the previous year were made in accordance with the stated purposes of Measure E; (ii) a summary of the Committee’s proceedings for the preceding year.

Measure E Revenue Estimate for XXXX

[To be included]

Measure E Revenue Expenditures

[To be included]

Parcel Tax Oversight Committee Narrative/Comments

[To be included]