



**Finance and Operations Subcommittee
City Hall - Conference # 1
150 Concord Street, Framingham
March 3, 2020 6:00 p.m.**

Open Meeting Minutes

PRESENT: Geoffrey Epstein, Beverly Hugo, Tiffanie Maskell, Scott Wadland

ABSENT: None

OTHERS PRESENT: Lincoln Lynch, Executive Director of Finance and Operations

Call to Order

The Chair called the meeting to order at 6:04 p.m.

Public Comment

No public comment.

FY20 School Committee Department Budget

Mr. Epstein said that the School Committee Department FY20 Budget has about a \$5,000 projected surplus, which is something to keep in mind.

Discussion was held regarding a recommendation for the Executive Assistant's salary increase for FY21, as well as for additional added on responsibilities of completing subcommittee minutes, which is a change in job description. Mr. Lynch said that the Unit V non-bargaining positions, such as this position is, have in the past received all different increases, they are now trying to create some consistency, and the recommendation this year is for a 2% increase. Members discussed how that increase is without change in working conditions, and how Unit V members do not have the same as other Units in regards to increases with steps, etc. Mr. Epstein said that the Executive Assistant will also be building out the website with more information and helping with managing data consolidation reports, both of which expand upon items currently listed in the job description. Discussion was held regarding transcription: the cost being \$100 and hour, which then the Chairs take and edit and have to correct errors and then create minutes from. Mr. Epstein said that a 1% in the Executive Assistant's salary would be an increase of about \$600, and the budget would likely be saving thousands by getting rid of transcription. Members discussed how last year the salary increase that was approved was higher than the recommendation from Human Resources, looking at the increase in comparison to other units' increases, and possibilities of looking into adding other benefits other than monetary.

Motion: To recommend to the full School Committee that they set the salary increase for the Executive Assistant in FY21 to 3%.

Moved: Mr. Epstein **Seconded:** Mr. Wadland **Vote:** Unanimous (4-0-0)

Discussion if the Executive Assistant's salary should change during FY20 since she would start taking on subcommittees starting now. It would be an additional \$200 for the remainder of the year, based on \$600 being a 1% increase for the entire year. Discussion about being rewarded after work is completed, and expanding on what exactly the new items regarding data and the website will look like. Executive Assistant to attend an Excel Workshop, and her job description will be updated to include subcommittee minutes through Human Resources.

Motion: To recommend to the full School Committee to not change the salary of the Executive Assistant for the remainder of FY20.

Moved: Mr. Wadland **Seconded:** Ms. Maskell **Vote:** Unanimous (4-0-0)

The School Committee Department Budget recommendations for FY21 were reviewed. MASC Policy Services was voted on and approved to be used by the Policy Subcommittee, to put in place this year, and paid for up front rather than over three years. Discussion about it being split between years since will go past FY20 and into FY21.

Also discussed and agreed upon:

- Consultants to remain the same at \$5,000
- Contracted Services to remain at \$0 as will be paying for MASC services in FY21
- Printing Expenses to be removed as new members to receive business cards out of FY20
- Office Supplies to remain the same at \$500
- Dues to be lowered to \$10,000 as did not use full amount in FY20, but to also account for any increases
- Tech Software to be removed as the MASC Online Policy is taken out of the Dues line
- Professional Development to remain the same at \$10,000
- Negotiating to be removed as Legal Services taken out of Human Resources line.
Discussion about how food for negotiation meetings should also be added to the Human Resources budget.

FY21 Budget

Mr. Lynch said that the current percentage increase is at about 7.6%, but it is still being worked on, members have access to the budget slides. These will also be discussed on Thursday's Open Session meeting as well as the Joint Finance Subcommittee with the City Council Finance Subcommittee on March 10th.

Finance and Operations FAQ and Reports

Discussion about utilizing the Budget Q&A spreadsheet and sending any questions to be able to get answers along the process. Members spoke about looking at what data and reporting would be beneficial to the subcommittee.

FY19 Student Activity Account Audit

Mr. Lynch said that the Student Activity Account Audit is due at the end of April. They have one proposer - Abrahams Group for \$10,000 and the contract is pretty much done. The contract

includes attendance and presentation on finding to the Finance and Operations Subcommittee and full School Committee. This audit does not look at booster clubs, just activity accounts.

Central Office Lease Status

Mr. Lynch said they are close to finishing the new separate RFP for a Central Office lease, and it will go out for approval possibly tomorrow. He said that legal and purchasing have already reviewed it. He said that the other item is looking at the current RFP and negotiating the price and terms in regards to length of time.

Financial Aspects of Climate Change, Environment and Sustainability Planning

Discussion about if the new subcommittees would need money within the new budget, and if it can be looked at in future. Mr. Lynch said there are built in lines such as the Building and Grounds special projects that can help with such things.

Warrant Signing Issues

Discussion held on Amazon and certain accounts charging shipping, the reimbursement process, and the possibility of making the process more digital. Mr. Lynch said with an Amazon corporate account only a certain number of accounts get free shipping. He said that reimbursements would be easier with a P-card, but the City Treasurer said this is not possible. He will speak with Dr. Tremblay about a plan regarding this again. Items cannot go digital for backup until the full warrant packet goes digital. Ms. Maskell said that there needs to be a reminder to note what a purchase is being used for when buying items from stores such as Stop and Shop.

Approval of Minutes

February 4, 2020 minutes are not ready yet for approval.

Motion: To approve the January 16, 2020 Finance and Operations Subcommittee meeting minutes.

Moved: Ms. Hugo

Seconded: Ms. Maskell

Vote: 3-0-1

(Yes: Epstein, Hugo, Maskell. Abstained: Wadland)

Adjournment

Motion: To adjourn.

Moved: Ms. Maskell

Seconded: Mr. Wadland

Vote: Unanimous (4-0-0)

Meeting adjourned at 7:13 p.m.

Meeting Materials

Agenda

FPS FY21 Budget Presentation

FY21 Budget Memo

January 16, 2020 Draft Minutes

These minutes were approved by the Finance and Operations Subcommittee on March 30, 2020.

These minutes were sent to the City of Framingham for posting on April 8, 2020.

