

El Paso Independent School District
Minutes of Board Finance Committee Meeting
April 22, 2003
4:00 p.m.
Education Center-Boeing

- Present: Dr. Gene Finke, Board Vice President, Board Finance Committee Chairperson
Mr. Dan Wever, Board President
Miss Leonor Garcia, Board Secretary
Mr. Joe Rosales, Board Member
- Administration: Mr. Charles Tafoya, Superintendent
Mr. Hector Martinez, Associate Superintendent, Operations
Miss Carolyn Grantham, Acting Executive Director, Human Resources
Mr. Luis Villalobos, Executive Director, Communications and Business Partnerships
Mr. Oscar Anchondo, Director, Transportation
Ms. Elizabeth Bulos, Director, Employee Benefits
Mr. Javier Navarro, Director, Custodial Services
Mr. Richard Romero, Director, Budget
Dr. William Wachtel, Senior Researcher, Finance
Mr. Walt Byers, Treasury Manager
Mr. Kyle Jeglum, Assistant Director, Risk Management/Workers' Compensation
Ms. Martha Piekarski, Interim Director of Accounting
- Guests: Mr. Sal Mena, Jr., Board Member¹
Dr. Charles Roark, Board Member
Mr. David Marcus, Marcus, Fairall, Bristol & Co., L.L.P.
Mr. Randy McGraw, G. P. Graham & Associates
Mrs. Frances Wever, El Paso Federation of Teachers and Support Personnel

The meeting was called to order at 4:05 p.m. by Dr. Finke.

The topics discussed were as follows:

- 1A. Update by Libby Bulos on Health Insurance Portability and Accountability Act (HIPAA)
 - a. Explanation of HIPAA and what is protected health information.
 - b. Who must implement the new Privacy Standards.
 - c. What the Privacy Rule will mean for health plans.
 - d. Disclosure to the plan sponsor.
 - e. What HIPAA Privacy Rules mean for participants.
 - f. Summary of individual rights under HIPAA.
 - g. What EPISD employees need to do to comply.
 - h. Penalties.
 - i. EPISD's compliance/noncompliance with physical plant and access to medical records/information.

- 1B. Debt Service Budget Options
 - a. Revenues and expenses for the current year
 - b. Projected revenues and expenses

¹ Mr. Mena arrived at 4:14 p.m.

- c. Current tax notes
- d. Other revenue sources and uses
- e. State revenue
- f. Fund Balance

1C. Information and Issues Related to Operating Budget

Cost curtailment options:

- a. Closing Milam Elementary School until Sgt. Major Academy resumes
- b. Increase custodial ratios
- c. Multiple schedules for custodial staff
- d. Transportation scheduling program
- e. Reduce bus monitors
- f. Review and implement two-mile bus guidelines
- g. Staggered start times for schools
- h. Workers' Compensation - return to work or light duty
- i. Workers' Compensation - use lease company for substitute employees
- j. Workers' Compensation - reduce slip/fall injuries through purchase of stepladders for each classroom

1D. Procedures for Items Being Purchased by Operations/Facilities

- a. Clarification on procurement for professional services
- b. Board Policy CV (Local) - contracts exceeding \$15,000.00 requiring Board approval
- c. Board Policy CH (Local) - purchases in the aggregate of \$25,000.00 or more requiring Board approval
- d. Administration's Interpretation - \$25,000.00 aggregate does not apply to professional services and will not go to Board unless connected to same project

It was the consensus of the Board Finance Committee to accept the administration's interpretation.

1E. Update on Status of Contract with Marcus/Edge for Fraud and Forensic Investigative Services

- a. Spring 2001 - Marcus/Edge assigned audit of Purchasing
 - (1) review to be completed prior to August 31, 2003
 - (2) cost of audit may exceed amount budgeted for the review
 - (3) approximate \$50,000.00 to \$70,000.00 additional cost to complete the project
- b. Plan/elements of project and costs to be brought back to Board Finance Committee for review

Meeting Adjourned

The meeting was adjourned 5:14 p.m.

Date Approved: July 8, 2003