

Board of Education of Harford County

Budget Citizen Advisory Committee (CAC)

Meeting Minutes of October 17, 2016

Call to Order

Mrs. Nancy Reynolds, serving as the meeting facilitator, called the meeting to order at 6:00 PM.

Committee Members Present

Scott Bachman Joe Lambdin

Donald Beynon Paul MacMillian

Dick Calvert John Santora

Michelle Francis Bill Seccurro

Dion Guthrie Jim Thornton

HCPS Board Members Present

Nancy Reynolds, Jansen Robinson, Al Williamson

HCPS Staff Member(s) Present

Deborah Judd, Assistant Superintendent for Business Services

Eric Clark, Supervisor of Budget

Teri Schmid, Recording Secretary

Meeting

Mrs. Reynolds welcomed everyone and asked for introductions and a brief bio from each committee member. Mrs. Reynolds reviewed the Budget CAC charter and purpose and a brief review the Open Meetings Act with the committee members.

Discussion ensued regarding the below topics and by a majority committee consensus, the following was established:

* Deborah Judd, HCPS Assistant Superintendent for Business Services and Eric Clark, Supervisor of Budget, will serve in an advisory only role to the committee. All request for information from the committee will need to fall under the guidelines established below:
	+ Committee members are to submit questions/request for information directly to Nancy Reynolds, with a copy cc’d to the Board of Education office as well as all committee members.
	+ Responses provided to the questions/request of information will be shared with the entire committee.
	+ Committee members should not contact Ms. Judd or Mr. Clark directly with questions or request for information.
* Discussion was held and by majority consensus, it was agreed that a quorum of six (6) members was established for the committee to conduct a business meeting.
* Discussion was held on the possibility of the formation sub-committees and whether such sub-committees must be open to the public and subject to the established quorum. No formal action was taken at this time regarding sub-committees.

Meeting Minutes of October 17, 2016

Page Two

* Nomination of Officers:
	+ Upon a motion from Mr. Guthrie, with a second from Mr. Thornton, Mr. Bill Seccurro was nominated and accepted the position of committee Chairperson. The motion passed unanimously.
	+ Upon a motion from Mr. Thornton, with a second from Mr. MacMillian, Ms. Michelle Francis volunteered and accepted the position of committee Secretary. The motion passed unanimously.
* Discussion was held and it was established that Mrs. Schmid, Administrative Assistant to the Board of Education, will be responsible for securing the meeting space for the committee; post meeting dates, agendas and approved minutes on the HCPS website; and distribute approved minutes to members of the Board of Education.
* Discussion was held and the following dates were established for future committee meetings. Additional meetings may be scheduled as needed.
	+ All meetings will start 6:00PM and will be held in the Board Room of the A.A. Roberty Building, unless otherwise noted.
	+ November 16, 2016
	+ January 11, 2017
	+ April 12, 2017
	+ June 14, 2017

Adjourn

With no further business before the committee, the meeting adjourned at 7:23 PM.