

**MINUTES OF THE CBOC MEETING:**

November 11, 2009  
135 Van Ness Avenue, Room 210

Facilitator: Jim Quadra

Committee Members Present: Patricia Crawford                      Brian Liles  
Walter Haub    Jim Quadra, Chair  
Craig Issod    Mike Theriault

Committee Members Not Present: Lourdes Garcia                      Monica Pressley  
Nan McGuire

Interested Parties Present: David Goldin                      Leonard Tom  
Bruce Hart    Tom Brewer  
Richard Pio Roda

Minutes prepared by: Susan Ortega-Resurreccion

**1. Jim Quadra presided over the meeting.**

**2. Roll call. A quorum is present for this meeting.**

**3. Approval of Minutes of October 28, 2009 meeting.**

Minutes of October 28, 2009 meeting was unanimously approved by members present.

**4. Action Item: Election of Committee Officers.**

Nomination for Committee Chairperson: James Quadra

Nomination for Vice-Chairperson: Michael Theriault

Both nominations were approved unanimously by the members present.

**5. Action Item: Adoption of audit procedures for the 2008-2009 bond audit for the Proposition A 2003 & 2006 Bonds.**

Tom Brewer distributed hard copies of audit cheat sheets (3): Agreed Upon Procedures for prior year, Agreed Upon Procedures for current year (changes highlighted in yellow), and Example of Application of Agreed Upon Procedures for Year ended June 30, 2009. Copies were previously emailed to the members. He briefly explained the audit changes for the current year. The adoption of audit procedures for the 2008-2009 bond audit for the Proposition A 2003 & 2006 Bonds was unanimously passed by the CBOC members present in the meeting.

**6. Public Comment - None.**

**7. Proposed Schedule and Agenda for Next Meeting.**

Craig requested reports on potential benefit of using bond funds at sites that may be due for closure. David mentioned a few bond sites that are under construction/or scheduled for construction that occupancy may have changed but the purpose of the function is not changed. Craig pointed out that this report will assist the staff to register any concern in order to be ahead of the curve.

Proposed next meeting is scheduled in January 20, 2010.

- 1) Report listing any projects/sites that are in transitional function/or due for closure.
- 2) Tom Brewer reports on audit.

**8. Adjournment.**

Meeting was adjourned at 6:30PM.