



*SMRPD's Mission Statement - "To promote community well being through programs and activities that protect, preserve and enrich the canyons' heritage, open space and unique way of life."*

P.O. Box 8, Silverado California 92676 • www.smrpd.org

**Personnel Committee Meeting  
Tuesday, July 12th, 2022, at 3:00 PM  
Silverado Community Center  
27641 Silverado Canyon Road, Silverado, CA**

**Committee Members**

**Isabell Kerins: Chair**  
**Jessie Bullis**

**Staff**

**JoMarie Varela: Administrator**

## **MINUTES**

- I. CALL TO ORDER** - Meeting was called to order at 3:32 PM and was held in person at the Silverado Community Center.
- II. ROLL CALL** – Director Bullis, and Director Kerins, we present in person at the Silverado Community Center. Guests present included Steve Reighart and Jo Marie Varela.
- III. OLD BUSINESS**
  - a. Maintenance position update – Isabell Kerins
    - i. Interviews follow-up – Steve Reighart

**Public Comments:**

Steve Reighart: Noted that both applicants are qualified and advised that the preference for hire is Danny due to experience in related fields.

**Board Comments:**

Director Kerins: Noted that Steve Reighart requested to offer a higher wage for the position than approved on Job Description.

Director Bullis: Inquired if they are on probation when hired. Noted that the position can start at the posted \$20/hr and then can be reviewed and raises accessed as employment milestones are met.

- ii. Next step – Isabell Kerins
- b. General Manager position update – Isabell Kerins

**Public Comments:**

Director Kerins: Noted that there is one applicant that has come in to-date, but applicant does not meet the requested qualifications for the position.

- c. SCC open positions and hiring process – Isabell Kerins

**Board Comments:**

Director Kerins: Noted that the Board needs to approve all new hires for both SMRPD and SCC and a review is needed for the SCC personnel steps. Recommends that the SCC Director vets all new applicants and forwards those she would like to hire, then the SCC Oversight Committee conducts the follow up interviews and presents findings to the board for final approval.

Director Bullis: Agrees with the recommendation.

**IV. NEW BUSINESS**

- a. SCC - Stay Reviews

**Board Comments:**

Director Kerins: Noted that currently the Board is not involved in the SCC reviews and suggested that the Board be more involved.

Director Bullis: Agrees with the recommendation.

Director Kerins: Noted that the last handbook approval was in 2009, so a full review of the handbook is needed.

Director Bullis: Noted that the current version of the handbook is ambiguous as to Board involvement of the SCC employees. Recommended adding verbiage about guidance of the SCC Oversight committee. Inquired if the SCC Director can fire and requested more Board involvement with firing.

Director Kerins: Read aloud the driver's policy and noted that the van registration has not been renewed since 2020. Mentioned that she compared the SCC Director employment agreement to the handbook policy language advising that there are some items missing from the Agreement.

Director Bullis: Agreed that an amendment to the SCC Director's contract is needed.

- b. Administrator pay review – Start date 2/5/2022

**Board Comments:**

Director Kerins: Recommended a pay increase for this role. Reviewed budget and advised that there is room. Recommends new payrate.  
Director Bullis: Agrees with recommendation.

- V. PUBLIC COMMENTS
- VI. BOARD COMMENTS
- VII. ADJOURNMENT – Meeting was adjourned at 4:14 PM

**The next regular meeting of the Personnel Committee will be Tuesday, October 11, 2022 at the Silverado Community Center.**