



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

**Silverado Children's Center Oversight Committee
Meeting
Tuesday, July 5th, 2022, at 2:00 PM
Silverado Community Center
27641 Silverado Canyon Road, Silverado, CA**

Committee Members

Isabell Kerins: President
Julie "Rusty" Morris: Vice-President
Michele Conklin: Treasurer

Staff

Laurie Briggs: SCC Director

MINUTES

- I. **CALL TO ORDER** - Meeting was called to order at 2:10 PM and was held in person at the Silverado Community Center.
- II. **ROLL CALL** – Director Conklin, Director Kerins, Director Bullis, and Director Morris were present in person. Laurie Briggs was not present.
- III. **PROGRAM REPORT UPDATE** - Tabled
- IV. **NEW BUSINESS**
 - a. Financial and reporting updates

Public Comments:

Stephanie Dodge: Discussed the status of updating the procedural documentation requested and remaining issues before finalizing. Noted problems with deposit report matching with SCC Director and that she is investigating the postdating issues for tuition payments. Inquired if she could scan the monthly financials for Director Conklin to sign off.

Board Comments:

Director Kerins: Advised that tuition is always the responsibility of the bookkeeper as lined out in the policy and procedure for SCC to ensure checks and balances are in place. Advised that Stephanie Dodge's first priority must be the bookkeeping roll, rather than playground assistance. Noted that a draft of the financial processing was sent to the Board, these will be finalized in another month to allow the bookkeeper time to ensure all items are covered in the guide after a full month cycle is complete.

Director Conklin: Confirmed that the SCC Director's job description does not include handling the finances and noted the importance of keeping the finances separate at SCC to keep proper checks and balances in place.

Director Kerins: Requested that the monthly ProCare reports obtain a wet signature on the hard copy to be kept in audit files and then be scanned and saved to OneDrive.

- b. Purchasing procedures

Public Comments:

Stephanie Dodge: Inquired about obtaining a tax-free certificate for purchases.

Board Comments:

Director Kerins: Advised that purchasing procedures are changing for SCC to ensure more financial oversight. The Board will need to further discuss an updated policy. Noted that Director Kerins will go to the store to purchase supplies for SCC, but is waiting on an update on the items needed from Amazon and Discount School Supplies.

- c. Update on job posting and staffing – Update on Indeed postings

Public Comments:

Stephanie Dodge: Advised that the Indeed account issue may be related to the debit card fraud alert.

Board Comments:

Director Kerins: Noted that there is an issue with the Indeed account.

Director Morris: Inquired as to who will handle the hiring for these open positions.

Director Kerins: Advised that per the handbook, the Personnel Committee will make the final decision with recommendations from Director of SCC. Per SMRPD policy and procedures no hiring can be done without full board approval.

Director Conklin: Advised that the SCC Director should filter through the resumes and present to the Board the final candidates to review.

V. OLD BUSINESS

a. Construction – Updates

Board Comments:

Director Kerins: Advised that all items in Phase 1 can be done while school is open and that total is under \$10k. We are waiting on the contractor's schedule. Also noted that we are waiting on a response from OC Parks for approval to move the SCC paving to August 2023.

Director Morris: Inquired if the roof will be completed on a weekend.

Director Kerins: Confirmed the roof could be completed over a weekend, and that they are just waiting on a certificate of insurance from the roofing vendor.

Director Bullis: Inquired if the updated employee handbook was completed.

Director Kerins: Advised that it was still in process of being updated.

Director Morris: Inquired if families received an updated version.

Director Kerins: Confirmed that with each new school year packet, the updated handbook is included for the children enrolled in the new school year.

Closed session began at 2:40 pm

Closed session ended: 3: 03pm

I. ADJOURNMENT Meeting was adjourned at 3:03 PM

The next regular meeting of the SCC Oversight Committee will on Tuesday, August 2nd, 2022, at 2 PM at the Silverado Community Center.