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**SMRPD SPECIAL MEETING**

**Tuesday, November 15th, 2022 at 6:30 pm**

**Silverado Community Center**

**27641 Silverado Canyon Road**

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| **Board of Directors** |  | **Staff** |  |
| **Isabell Kerins:** | **President** | **Laurie Briggs:** | **SCC Program Director** |
| **Julie “Rusty” Morris:** | **Vice-President** | **JoMarie Varela** | **SMRPD Administrator** |
| **Michele Conklin:** | **Treasurer** | **Steve Reighart:** | **Caretaker** |
| **Jessie Bullis** | **Secretary** | **Stephanie Dodge:** | **Bookkeeper** |
| **Kevin Topp:** | **Director** | **Sasha Sill:** | **Senior Services** |
|  |  | **Danny Ater:** | **Maintenance** |

**AGENDA**

**NOTE: MEETINGS WILL BE HELD IN PERSON AND BY ZOOM, IF POSSIBLE, UNTIL FURTHER NOTICE**

[ZOOM LINK](https://zoom.us/j/99049794367)

**PUBLIC COMMENTS:** A person wishing to comment on an Agenda item should wait for the President to request comments and then unmute his or her phone, ask to make a comment, and wait for the President to recognize him/her. You have three (3) minutes to complete those comments, unless a longer time is granted. No speaker may allot his or her time to others.

**Comments on Agenda items:** Comments concerning matters on the Agenda will be heard at the time the matter is considered.

**Comments on Non-Agenda items:** Comments concerning matters not on the Agenda will be heard during the Public Comment section of the Agenda. A speaker's comments should be within the subject matter jurisdiction of the SMRPD.

Please note that if you are addressing the Board on items not on the Agenda, the Brown Act does not allow Board discussion of such items because they are not on the Agenda and thus were not noticed publicly. Therefore, the Board may only do the following: Refer the matter to staff, ask for additional information or request a report back, or give a very limited factual response. Your comments may be placed on the Agenda for future discussion. Non-Agenda comments are limited to 3 minutes each with a total of 15 minutes.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PUBLIC COMMENTS**
4. **CONSENT CALENDAR** – None
5. **TREASURER'S REPORT** – None
6. **OTHER DISTRICT BUSINESS** 
   1. Distribution of funds from county account

**Action Item #1:** [**Resolution #11152022-1**](https://1drv.ms/w/s!An_OKisCbP0Fpk_SEezmiyApnP-D?e=DM11A7) **– Distribution of $150,000 from SMRPD County Checking Account to SMRPD Bank of America Checking Account**

* 1. Capri Visit update
     1. [**Capri District Visit Report**](https://1drv.ms/b/s!An_OKisCbP0FpkdmyDKW1zJo8l87?e=y46vLo)
     2. Updated items
        1. Facility Safety Inspection
           1. [SMRPD](https://1drv.ms/b/s!An_OKisCbP0Fpj3twV-HkcG_Uv2q?e=tc6Gq6)
           2. [SCC](https://1drv.ms/b/s!An_OKisCbP0Fpj5OdpOPmWcd6DC8?e=7jzuGu)
     3. Ad Hoc Committee for ADA Compliance including hiring firm for independent assessment and transition plan for District

**Action Item #2: Approve formation of Ad Hoc Committee for ADA Compliance including hiring firm for independent assessment and transition plan for District**

* + 1. Adoption of Cal/Osha IIP
       - 1. [IIP Program](https://1drv.ms/b/s!An_OKisCbP0FpkOF8aSBVlJ0Nc5a?e=UJBns3)

**Action Item #3: Approve revised** [**Injury, Illness, Prevention Policy**](https://1drv.ms/b/s!An_OKisCbP0FpkMMfds7894XrqDf?e=Euo3ao) **revision as presented**

**Action Item #4: Adopt** [**Resolution #11082022-3 Cal/Osha IIP Program**](https://1drv.ms/w/s!An_OKisCbP0FpkJ4yUcQ86Pq_56d?e=knbX7b)

* + 1. [Cyber Security Policy](https://1drv.ms/w/s!An_OKisCbP0FpkHe6AjMl2BHU1_9?e=fbPSti)

**Action Item #5: Approve** [**Cyber Security Policy**](https://1drv.ms/w/s!An_OKisCbP0FpkEJt3-TTTiSZwpn?e=D29dUr) **as presented**

**Action Item #6: Approve** [**Resolution #11082022-2 – Cyber Security Program**](https://1drv.ms/w/s!An_OKisCbP0FpkDV0_SFn-5BQXqA?e=weEthf)

* 1. SMRPD Handbook – Revisions
     + - 1. Personnel Committee update regarding reviews and bonuses to be amended as follows:

**Personnel Committee:** Assesses personnel needs, reviews personnel and administrative procedures, oversees annual reviews, and recommends personnel actions and salary adjustments as needed. The committee is responsible for making sure personnel files are complete and accurate and that contracts are updated at the end of every year. It also interfaces with employees regularly and as needed. In November, the committee may make recommendations for holiday bonuses **based upon input from direct supervisors. Reviews will be completed by direct supervisors i.e. Facilities Committee will review Caretaker and Maintenance, Silverado Children’s Center Director(s) will review Children’s Center personnel, Silverado Children’s Center Oversight Committee will review Director(s) of Children’s Center.**

**Action Item #7: Approve revision to SMRPD Handbook - Personnel Committee description as presented**

* + - * 1. [**Employee Practices Including Equal Employment Opportunity, ADA Accommodation, Harassment, Violence and Bullying Policy**](https://1drv.ms/b/s!An_OKisCbP0FplJNZ4tLCrmgCv-7?e=c8mzu0)

**Action Item #8: Approve revision to SMRPD Handbook - Employee Practices Including Equal Employment Opportunity, ADA Accommodation, Harassment, Violence and Bullying Policy as presented**

* 1. Approval of Jessie Bullis check requests
     1. [Special District Leadership Academy/Annual CSDA Conference - $1,830.13](https://1drv.ms/b/s!An_OKisCbP0Fpl1jZSadZYoZ3nyw?e=ZWzWJa)
     2. [CARPD Conference - $1,317.36](https://1drv.ms/b/s!An_OKisCbP0Fpl9NsqvHv7sNAmCY?e=hs0nTa)
     3. [Leadership Academy Flight/Hotel - $978.68](https://1drv.ms/b/s!An_OKisCbP0Fpl5yhGfclnziCL66?e=IumEXC)

**Action Item #9: Approve Jessie Bullis check requests for Special District Leadership Academy, Annual CSDA Conference, CARPD Conference in amount of $4,126.17**

1. **SILVERADO CHILDREN’S CENTER (SCC) OVERSIGHT COMMITTEE –** Laurie Briggs/Michele Conklin
   1. ProCare Express
      1. Overview
      2. [Family form](https://1drv.ms/b/s!An_OKisCbP0FpW5PCnEf_ifJ6DnK?e=b263cH)

**Action Item #10: Approve ProCare Express for Silverado Children’s Center tuition**

1. **FACILITIES/SAFETY/MAINTENANCE COMMITTEE** 
   1. ICL Archive Contract – Isabell Kerins
      1. Update
2. **RECREATION COMMITTEE**
   1. Community Thanksgiving Potluck

**Action Item #11: Donate $200 for Community Thanksgiving Potluck**

1. Movie Night – Kevin Topp
   * 1. Update
2. Christmas In the Canyon – SMRPD booth – Jessie Bullis
3. **COMMUNICATIONS COMMITTEE**
   1. Emails sent:
      1. Team Rubicon – Sand bagging class – 11/4
      2. SMRPD Meetings Moving Date
      3. Fire Safety for the Holiday Season
      4. Wildfire Safety
      5. Thanksgiving Potluck
4. **INSURANCE COMMITTEE**
   1. Status of vendor insurance receipts – JoMarie Varela
      1. [Letter to Vendor](https://1drv.ms/w/s!An_OKisCbP0FpknXuJyeBrWxUaRO?e=DEzgql)
      2. Status breakdown
5. **PUBLIC COMMENTS**
6. **BOARD COMMENTS**
7. **CLOSED SESSION** 
   1. **Labor Negotiations pursuant to Govt. Code Section 54957: District Negotiator: Laurie Briggs, Director, Silverado Children’s Center; Negotiating with unrepresented Employee(s)/Subcontractors regarding terms and conditions of employment**
8. **ADJOURNMENT**

**The next regular meeting of the SMRPD Board of Directors will be at 6:30 PM on Tuesday, November 22nd, 2022 at the Silverado Community Center. Please note the swearing in ceremony for new directors will be held Friday, November 25st, 2022 at Noon at the Silverado Community Center.**

It is the intent of the Silverado Modjeska Recreation and Park District to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the Silverado Modjeska Recreation and Park District will attempt to accommodate you in every reasonable manner. Please contact the District President at (949) 887-1910, at least 48 hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in this meeting.