



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

Ad Hoc Handbook Committee Meeting

Thursday, March 16th, 2023, at 4:00 PM

Silverado Community Center
27641 Silverado Canyon Road

Committee Members

Charles "Ted" Wright: Chair

Michele Conklin:

Community Member

Linda May

Staff

JoMarie Varela:

Administrator

MINUTES

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

[ZOOM LINK](#) - Best efforts will be made to accommodate Zoom meeting, however meeting will continue in person if Zoom is unavailable.

- I. **CALL TO ORDER**- Meeting was called to order at 4:12 PM and was held in person and via Zoom link.
- II. **ROLL CALL** - Director Conklin, and Director Wright were present in person at the Silverado Community Center. Ania Behm was present.
- III. **CONSENT ITEMS**
- IV. **NEW BUSINESS**
 - a. Handbook Review
 - i. [Current Version](#)

Public Comments:

Ania Behm: Discussed the Sexual Harassment section noting that updating the language for the one-hour requirement of non-supervisory employees is needed.

Board Comments:

Director Conklin: Review section by section.

- Overview: Update it to state elected Board members act as agents and have a fiduciary responsibility to the community, remove mention of employee. 2nd paragraph – update to all employees and directors.
- Park Area (page 11) Silverado Community Center: Discussed adding details about resident contributions. Update mention of the 2022 Per Capita Grant.
- Open Space & Trails: Discussed expanding this section based on website feedback. Link trail system from website to the handbook in this section.
- Filling a Vacancy: This is based on legislation.
- Officer Duties: Discussed various revisions. Discussed adding a duties description for the Director role.
- Committees: Discussed updating this verbiage to allow flexibility with meeting frequency.
- Stopped review at page 20.
 - ii. Feedback from attorney
- b. SMRPD Policies and Procedures Handbook/Manual – SCC's requests for edits:
 - i. [Revisions Requested](#)
 - ii. [Silverado Children's Center description](#)
 - iii. Additional Feedback from SCC's Admin Director (Ania)
 - iv. Calendar updates:
 1. [SMRPD](#)
 2. [SCC](#)

V. OLD BUSINESS

VI. PUBLIC COMMENTS

VII. BOARD COMMENTS

VIII. ADJOURNMENT - Meeting was adjourned at 5:00 PM

The next regular meeting of the Ad Hoc Handbook Committee is April 18th 2023 at 4 PM at the Silverado Community Center.