



*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](http://www.smrpd.org)

## Personnel Committee Meeting

Tuesday, January 17<sup>th</sup>, 2023, at 5 PM

Silverado Community Center  
27641 Silverado Canyon Road

### Committee Members

Michele Conklin: Chair  
Laurie Martz:

### Staff

JoMarie Varela: Administrator

## Minutes

- I. **CALL TO ORDER** - Meeting was called to order at 5:07 pm.
- II. **ROLL CALL** - Director Conklin and Director Martz were present in person at the Silverado Community Center.
- III. **CONSENT ITEMS**
- IV. **NEW BUSINESS**
  - a. Government Compensation in California (GCC) Report due to State Controller's Office (SCO) (Jan calendar item)
    - i. [Publicpay.ca.gov/reporting](http://Publicpay.ca.gov/reporting) for form. Email report to [gccsupport@sco.ca.gov](mailto:gccsupport@sco.ca.gov)

### **Board Comments:**

Director Conklin: Inquired with Stephanie on this item and she will look into.

- b. Review and update all SCC staff files as required by licensing (Dec calendar item)

### **Board Comments:**

Director Conklin: Requested that this be submitted by Laurie Briggs from SCC.

Director Martz: Inquired as to what is required by this requirement.

- c. Prepare SCC tuition, SCC summer program and pay scales (Jan calendar item)

### **Board Comments:**

Director Conklin: Confirmed that SCC is working on their budget and will present this to the Board in March for a June effective date. Noted that tuition will likely need to increase due to inflation costs to run the SCC as well as payroll increases.

Director Martz: Inquired if the Board needs to approve the budget.

- d. Review SCC enrollment packets. Provide updated forms for SMRPD approval for February meeting (Jan Calendar item)

### **Board Comments:**

Director Conklin: Requested that these be presented to the SCC oversight committee.

- e. Review Family and Employee Handbooks. Provide updated handbooks for SMRPD approval for February meeting. (Jan calendar item)

### **Board Comments:**

Director Conklin: Requested this information from Laurie Briggs for submission to attorney.

- f. Review Summer and Fall tuition and recruitment plan. Provide for SMRPD approval for February meeting. Registration begins in March (Jan calendar item)

### **Board Comments:**

Director Conklin: Requested that this be submitted from Laurie Briggs. Noted that Laurie Briggs should be involved in the Personnel meeting going forward.

- V. OLD BUSINESS
- VI. PUBLIC COMMENTS
- VII. BOARD COMMENTS

**Board Comments:**

Director Conklin: Noted that the general manager position is still open. Discussed the potential scholarship, and part time versus full time, possibly up to \$7,500 per year for a student.

Director Martz: Inquired about offering a SCC Scholarship for the canyon community. Requested that a proposal be submitted by SCC for this.

- VIII. ADJOURNMENT – Meeting adjourned at 5:26 PM.

**The next regular meeting of the Personnel Committee is April 19, 2023 at 5 PM at the Silverado Community Center.**