



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, February 21, 2023, at 3:00 PM
Silverado Community Center
27641 Silverado Canyon Road, Silverado, CA**

Committee Members

Charles "Ted" Wright President
Brittney Kuhn: Treasurer

Staff

Laurie Briggs: SCC Program Director
Ania Behm: SCC Admin Director

MINUTES

- I. CALL TO ORDER-** Meeting was called to order at 3:33 PM and was held in person and via Zoom link.
II. ROLL CALL- Director Kuhn, and Director Wright were present in person at the Silverado Community Center. Laurie Briggs, Ania Behm, and Sarah Pizzarusso were present in person.

III. STANDING ITEMS/REPORTS

- a. Minutes from [12/20/22 Committee Meeting](#)
Minutes: Accepted and to be presented at main meeting
- b. ProCare Specific Summary Report (covering the months of December 2022 and January 2023) - Laurie Briggs
Minutes: To be removed from SCC Oversight Committee meeting and added to the Finance Committee Agenda with Link Sync added
- c. Current Outstanding Accounts Payable Report – Laurie Briggs
Minutes: To be removed from SCC Oversight Committee meeting and added to the Finance Committee Agenda with Link Sync added
- d. [SCC Program Report](#) - Laurie Briggs and Sarah Pizzarusso
Minutes: To be removed from SCC Oversight Committee meeting and the main agenda
- e. Priority List Status – Laurie Briggs and Sarah Pizzarusso
Minutes: To be removed from SCC Oversight Committee meeting and the main agenda
- f. Friends of SCC updates – Sarah Pizzarusso
Minutes: To be removed from SCC Oversight Committee meeting

IV. CURRENT DISCUSSION ITEMS

- a. Threshold for SMRPD Approval/Review Discussion– Laurie Briggs and Sarah Pizzarusso
Minutes: Add the document outlining a general policy for notifications and proposed monetary thresholds to be voted on at main meeting in resolution format
- b. SMRPD Board Meeting Expectations Discussion – Laurie Briggs and Sarah Pizzarusso
- c. OC Parks Point Person discussion – Laurie Briggs
This will be Laurie Martz
- d. Requests from the Personnel Committee
- i. Review and update all SCC Staff files as required by licensing (Dec Calendar item)
Minutes: To be removed from SCC Oversight Committee meeting
- ii. Review SCC enrollment packets. Provide updated forms for SMRPD approval for February meeting (Jan Calendar item)
Minutes: To be removed from SCC Oversight Committee meeting
- iii. Review Summer and Fall tuition and recruitment plan. Provide for SMRPD approval for February meeting. (Jan Calendar item)
- e. SCC plan of action to put car seats in the van – SMRPD approved
- f. Facility Updates - Laurie Briggs
- i. Carmody Outstanding items/followup
- ii. Pinecone/Oak Tree Roof leak
- iii. Next project timeline (driveway, etc)
- g. Observed State Holidays - Laurie Briggs
Minutes: Agreed to exchange observance of Cesar Chavez for Juneteenth
- h. School Closures (Rain/Wind/Evacuation) Discussion – Laurie Briggs
- i. Staff Pay
- ii. Family Credits
- iii. Protocol
- i. Family Privacy – Laurie Briggs
- j. SCC Updated Budget Review (FY22-23) – Laurie Briggs and Sarah Pizzarusso

Minutes: A revised budget for 2022-2023 was reviewed. The revisions proposed revisions clear up some ambiguities in the current budgeting system. They also removed several large capital items that will not be done this year. The revised budget was submitted along with a prioritized list of capital projects that still need to be done, some of them sooner rather than later.

- k. SMRPD Policies and Procedures Handbook/Manual – SCC’s requests for edits:
 - i. [Revisions Requested](#)
 - ii. [Silverado Children’s Center description](#)
 - iii. Request to have SCC’s Admin Director (Ania) review prior to final approval

Minutes: SCC notes that they need the Handbook/Manual finished ASAP because it now supersedes the SCC manual and so, until it is approved they have nothing to give new employees. Perhaps we need to form an Ad Hoc committee to get this done.

V. **CLOSED SESSION**

- a. [Annual OSHA report request from Capri](#) – completed by SCC – Board to Review
- b. Labor Negotiations pursuant to Govt. Code Section 54957: District Negotiator: Laurie Briggs. Negotiating with unrepresented Employee(s) regarding terms and conditions of employment.

VI. **ADJOURNMENT-** Meeting was adjourned at 4:10 PM

The next regular meeting of the SCC Oversight Committee will be on Tuesday, March 21, 2023, at 3 PM at the Silverado Community Center.