



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

Website & Communication Committee

Meeting

Tuesday, April 16th, 2024, at 4PM
Silverado Community Center
27641 Silverado Canyon Road

Committee Members

Michele Conklin: Chair
Charles "Ted" Wright

Staff

JoMarie Varela: Administrator

Agenda

PUBLIC COMMENTS: A person wishing to comment on an Agenda item should wait for the chairperson to request comments and then unmute his or her phone, ask to make a comment, and wait for the chairperson 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.

I. CALL TO ORDER
II. ROLL CALL
III. CONSENT ITEMS
IV. NEW BUSINESS

- a. Community Calendar discussion
- b. Website
 - i. Discuss any new website updates
 - ii. Discuss adding more recreation to website
 - iii. General Manager updates:
 1. Create a general.manager@smrpd.org Alexa and give her access to the SMRPD OneDrive
 2. Add information about Alexa on the Director's page of the website
 3. Remove the listings for SMRPD RFPs and job opportunities that are no longer needed
 - iv. Discuss updates needed for Capri onsite visit
 - v. Discussion on adding policy & procedure manual to website
 - vi. Discuss additional of worksite hazard grievance form and ADA grievance form
 1. Currently on site, but at bottom of contact us page
 2. Need to add links to submission forms for Whistleblowers and General Suggestions to the bottom of the Home page
 3. Need to consolidate to the two existing links for the ADA Grievance form to a single link at the bottom of the Home page
 4. Add a note on the bottom of the HomePage that Phil McWilliams in the District's ADA coordinator and include his contact information
- c. Social Media
 - i. Discuss any new social media updates

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

The next regular meeting of the Website & Communications is July 2024 at TBD 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.