

**AUBURN AREA RECREATION AND PARK DISTRICT MEETING OF THE
PROGRAM, PERSONNEL, POLICY, FEE & LEGAL REVIEW COMMITTEE
AGENDA**

WEDNESDAY, AUGUST 23, 2017, AT 2:00 PM

**CANYON VIEW COMMUNITY CENTER
471 MAIDU DRIVE, AUBURN, CA 95603**

Materials related to an item on this Agenda submitted to the District after distribution of the agenda packet are available for public inspection in the District's Office at 471 Maidu Drive, Auburn, CA 95603.

1.0 CALL TO ORDER

Holbrook _____ Lynch _____

2.0 ANNOUNCEMENTS, AGENDA REVIEW, CHANGES AND APPROVAL

3.0 PUBLIC COMMENT – This is the time wherein any person may comment on any item not on the agenda within the subject matter jurisdiction of the Committee Chairperson, please state your name and address for the record (optional). There is a time limitation of three minutes.

4.0 BUSINESS

4.1 Approval of Minutes from the July 19, 2017 Program, Personnel, Policy, Fee & Legal Review Committee Meeting

Recommendation: Review and approve minutes.

4.2 ARD Exempt Employee PTO Policies

Shall the Auburn Area Recreation and Park District (ARD) review and amend its policies and procedures as they relate to exempt employee Personal Time Off (PTO)?

4.3 ARD Reserve Policy Review

Shall the Auburn Area Recreation and Park District (ARD) review and amend its Reserve Policies?

4.4 Approval of Legal Bills

Recommendation: Review and approve legal bills from July, 2017.

Discussion Items:

1. ARD Reductions in Force Policy Review.
2. Mission and Vision Statements.

**5.0 ITEMS TO BE CONSIDERED AT FUTURE PROGRAM,
PERSONNEL, POLICY & FEE COMMITTEE MEETINGS**

5.1 PENDING ITEMS REQUIRING MORE DETAILED RESEARCH

- Quote from SDRMA
- Review the District Transparency Checklist.
- Copy of the CSDA Sample Policy Handbook
- Balance Budget Policy
- Review travel reimbursement policy; Government per diem
- Review new hire packet
- Review employee review policies, forms, etc.
- Review investment policy

ADJOURNMENT

AUBURN AREA RECREATION AND PARK DISTRICT
This agenda is hereby certified to have been posted as follows:

Date

Time

Secretary to the Board