

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

WEDNESDAY, NOVEMBER 15, 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 October 18, 2017 Program, Personnel, Policy, Fee & Legal Review Committee Meeting

Recommendation: Review and approve minutes.

4.2 Increase In Minimum Wage

Shall the Auburn Area Recreation and Park District (ARD) change pay scales for certain job descriptions, based on upcoming mandated minimum wage increases as well as increases for staff who supervise?

4.3 ARD's Employee Merit Increases, Review Policies and Forms

Shall the Auburn Area Recreation and Park District (ARD) amend its policies regarding employee reviews and merit increases?

4.4 Out of District Fees – Policy Amendment

Shall the Auburn Area Recreation and Park District (ARD) amend and clarify its policy on Out of District (non-resident) fees?

4.5 ARD Personnel Policy Proposed Amendment - Volunteers

Shall the Auburn Area Recreation and Park District (ARD) change its policy for employee discounts to allow some discounts for volunteers?

4.6 Approval of Legal Bills

Recommendation: Review and approve legal bills from September & October 2017.

Discussion Item:

1. ARD Memorial Donation Policy and Possible Amendments.

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 - ongoing.
- Review investment policy

Items from October 18, 2017 Program, Personnel, Policy, Fee & Legal Review Committee meeting were reviewed and forwarded to the October 26, 2017 Board Meeting that was cancelled:

- 1. Policy for Balanced Budget Requirement.**
- 2. Travel, Training, Education and Government Per Diem Reimbursement Policy Amendments.**
- 3. Public Records Act Request Policy.**

These items will be on the November 30, 2017 Board Meeting Agenda.

ADJOURNMENT

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

Date

Time

Secretary to the Board