

Auburn Area Recreation and Park District
Minutes
of the Program, Personnel, Policy, Fee & Legal Review Committee Meeting
Wednesday, August 23, 2017, 2:00 p.m.
Canyon View Community Center
471 Maidu Drive
Auburn, CA 95603

1.0 CALL TO ORDER

The meeting of the Program, Personnel, Policy, Fee & Legal Review Committee was called to order at 2:10 p.m.

ROLL CALL

Directors Holbrook was present, Director Lynch was absent.

2.0 ANNOUNCEMENTS, AGENDA REVIEW, CHANGES AND APPROVAL

The agenda was approved by Director Holbrook.

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. After you are recognized by the Committee Chairperson, please state your name and address for the record (optional). There is a time limit of three minutes.

None.

4.0 BUSINESS

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

The minutes from the July 19, 2017 Program, Personnel, Policy, Fee & Legal Review Committee meeting were reviewed and approved by Director Holbrook.

4.2 ARD Exempt Employee PTO Policies

Director Holbrook reviewed and approved the ARD Exempt Employee PTO Policies and forwarded them to the Consent Calendar for review and approval.

4.3 ARD Reserve Policy Review

Director Holbrook reviewed and approved the ARD Reserve Policy and forwarded it to the Board of Directors for review and approval.

4.4 Approval of Legal Bills

The legal bills from July, 2017 were reviewed and approved by Director Holbrook.

Discussion Items:

1. ARD Reductions in Force Policy Review – this item will be revisited at a future policy meeting.
2. Mission and Vision Statements – Director Holbrook requested that the Mission Statement should be posted in the Board room.

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

Director Holbrook requested staff to obtain a definition of a balanced budget.

The following items were requested for review at future Program, Personnel, Policy, Fee & Legal Review Committee Meetings by Director Holbrook:

- Obtain a quote from SDRMA
- Review the District Transparency Checklist
- Get a 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

5.1 PENDING ITEMS REQUIRING MORE DETAILED RESEARCH

None.

ADJOURNED

As there was no further business, the meeting was adjourned at 2:45 p.m.

Board Secretary

Date

