

Auburn Area Recreation and Park District
Minutes
of the Program, Personnel, Policy, Fee & Legal Review Committee Meeting
Wednesday, September 20, 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 2:07 p.m.

ROLL CALL

Directors Holbrook and Lynch were present.

2.0 ANNOUNCEMENTS, AGENDA REVIEW, CHANGES AND APPROVAL

The agenda was approved by Directors Holbrook and Lynch.

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 August 23, 2017 Program, Personnel, Policy, Fee & Legal Review Committee Meeting

The minutes from the August 23, 2017 Program, Personnel, Policy, Fee & Legal Review Committee meeting were reviewed and approved by the Committee.

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

Directors Holbrook and Lynch reviewed ARD's Employee Merit Increases, Policies and Forms and forwarded it to the October, 2017 Policy meeting for further review. The wording should be mirrored for salary ranges and merit increases in the union contract and personnel policy manual. This will be looked into and reviewed again at the October, 2017 Policy meeting. Director Holbrook also requested reviewing completed performance evaluation forms with the names taken off, one good review, one not-as-good review.

4.3 Approval of Legal Bills

The committee reviewed and approved the legal bills from August, 2017.

Discussion Items:

1. Travel and Government Per Diem Reimbursement Policy review - this item was reviewed by the Committee that recommended using the simple version of the current GSA reimbursement requirements plus some minor additions to the policy. The revised policy will be reviewed at the October, 2017 Policy meeting.
2. Balanced Budget – the Committee reviewed information provided regarding a balanced budget policy. The suggested wording will be implemented into ARD’s District Policy and reviewed at the October, 2017 Policy meeting.
3. Review of ARD’s new hire paperwork packets – the ARD new hire packets were reviewed by the Committee and determined to be sufficient.

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

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
- Review investment policy – Director Holbrook requested a review of Placer County’s investment policy with an overview of how money is invested. There is also an option through the CSDA investment pool that Director Holbrook also requested information on.

5.1 PENDING ITEMS REQUIRING MORE DETAILED RESEARCH

None.

ADJOURNED

As there was no further business, the meeting was adjourned at 3:04 p.m.

Board Secretary

Date

