

**Auburn Area Recreation and Park District**  
**Minutes**  
**of the Program, Personnel, Policy, Fee & Legal Review Committee Meeting**  
Wednesday, November 15, 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 2:04 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 October 18, 2017 Program, Personnel, Policy, Fee & Legal Review Committee Meeting**

The minutes from the October 18, 2017 Program, Personnel, Policy, Fee & Legal Review Committee meeting were reviewed and approved by the Committee.

**4.2 Increase in Minimum Wage**

Directors Holbrook and Lynch reviewed the information provided regarding the change in pay scales for certain job descriptions, based on the upcoming mandated minimum wage increases as well as increases for staff who supervise and forwarded it to the Board of Directors consent calendar for review and approval.

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

Directors Holbrook and Lynch reviewed and approved ARD's employee merit increases, policies and forms and forwarded them to the Board of Directors for review and approval.

**4.4 Out of District Fees – Policy Amendment**

Directors Holbrook and Lynch reviewed the information provided and requested this item be further considered at the December, 2017 Program, Personnel, Policy, Fee & Legal Review committee meeting. Travel, Training, Education and Government Per Diem Reimbursement Policy Amendments and forwarded them to the Board of Directors for review and approval with minor changes.

**4.5 ARD Personnel Policy Proposed Amendment**

Directors Holbrook and Lynch reviewed and approved the policy for employee discounts to allow some discounts for volunteers and forwarded it to the Board of Directors consent calendar for review and approval.

**4.6 Approval of Legal Bills**

The legal bills from September & October 2017 were approved by the Committee.

**Discussion Items:**

1. ARD Memorial Donation Policy and possible amendments – this item will be discussed further at the December, 2017 Program, Personnel, Policy, Fee & Legal Review committee meeting.

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

None.

**5.1 PENDING ITEMS REQUIRING MORE DETAILED RESEARCH**

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 – ongoing.
- 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.

**ADJOURNED**

As there was no further business, the meeting was adjourned at 2:54 p.m.

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Board Secretary

\_\_\_\_\_  
Date

