



POLICY COMMITTEE

REGULAR MEETING

Friday, November 22, 2019 - 12:00 PM
1000 Main Street, Cambria, CA 93428

MINUTES

A. CALL TO ORDER

Chairman Howell called the meeting to order at 2:00 p.m.

B. ESTABLISH QUORUM

A quorum was established.

Committee members present: Donn Howell, Gordon Heinrichs, John Nixon, John Rohrbaugh and Ted Key. Member Claudia Harmon arrived at 12:50.

Staff present: Monique Madrid, Administration Department Manager

Public present: Leslie Richards

C. CHAIRMAN'S REPORT

Chairman Howell reported that he has received several letters pertaining to the Committee's work, including letters from community members regarding fees and use of the Vets Hall and on fire safety and disaster preparedness. Chairman Howell also reported that CCSD Board Chair Pierson stated at a recent meeting that the Policy Committee identify existing CCSD policies in need of revision, identify need for new policies, and for now, ignore the CSDA Example Policy Handbook. Chairman Howell commented that he perceives the CCSD Board members as not in agreement on the charge for the Policy Committee and that the Committee should determine its own direction for its immediate work.

D. AD HOC SUBCOMMITTEE REPORTS

i. Subcommittee on Disaster Preparedness

Subcommittee Chair Heinrichs is consulting with the CCSD Board Ad Hoc Committee on disaster preparedness, which has ceded responsibility to Cambria

Fire Chief Hollingsworth, who is writing a draft document for CCSD. Chair Heinrichs also will consult with relevant outside community groups, including CERT.

ii. Subcommittee on Veterans' Hall Fees

Subcommittee Chair Key reported that fees currently charged for use of the Hall do not cover maintenance costs. CCSD is exploring raising fees and pursuing outside funding for ongoing costs of maintaining the facility.

iii. Subcommittee on CCSD Policies

The Committee deferred reporting to discussion of agenda items 3 B, C, and D.

1. PUBLIC COMMENT

Public Comment:

Leslie Richard's asked the Committee to take action on policies on use of electronic devices by CCSD Board members during Board meetings and on filling CCSD Board vacancies. She also asked why CCSD does not have a policy on affordable housing.

2. CONSENT AGENDA

- A. Consideration to Approve the October 31, 2019 Regular Meeting Minutes

Title: Motion to approve the minutes of the October 31, 2019 Regular Committee meeting.

Moved by: John Rohrbach

Seconded by: Ted Key

Ayes: 5

Nays:0

Absent: 0

Chairman Howell not voting

3. REGULAR BUSINESS

- A. Discussion and Consideration of the Process by Which Items are Placed on the Committee's Meeting Agendas

Action: Ruling of the Chair:

After discussion Chairman Howell ruled that items may be placed on the Committee's agenda

- 1. by any CCSD Board member (including the Committee Chair); or**
- 2. by the Vice Chair of the Committee in consultation with the Committee Chair; or**

3. by motion of a Committee member (seconded and passed) during a Committee meeting when discussion of future agenda items is in order.

B. Discussion and Consideration of the Boards

Response to the Committee's Concerns Regarding:

- the expectations the Board holds for the committee,
- protocols for interacting with staff & use of staff time,
- the process through which the committee will accomplish its work, and
- the process by which the committee will receive feedback from the Board about the recommendations it receives from the committee

Chairman Howell reported on CCSD Board President Pierson's comments from the CCSD October Board meeting.

Action: By consensus:

It was agreed the Chairman Howell, at the next Committee meeting, would present feedback on this matter from the Board's regular meeting on December 12, 2019.

C. Discussion and Consideration to Comment on the CCSD Committee Meeting Flow Chart

Title: Motion that we shall communicate back to the Board regarding our item 3.C. in terms of discussing and considering the *CCSD Committee Meeting Flowchart* , we will review it and produce our own revision to submit to the Board by the by the end of December 2019.

Moved by: Ted Key

Seconded by:

Ayes: 5

Nays:0

Absent: 0

Chairman Howell not voting

D. Discussion and Consideration to Propose Amendments to the Policy Committee's Bylaws

Action - by ruling of the Chair,

agenda item postponed to the regular meeting in January 2020.

- E. Discussion and Consideration of Proposal for Policies Related to Environmental Issues

**Action - by consensus,
agenda item postponed to future meeting.**

- F. Discussion of a Proposal for Policies Concerning the Maintenance and Upkeep of Cambria

**Action – by consensus,
agenda item postponed to future meeting.**

- G. Discuss and Review, in Coordination with the Finance Committee, of the Purchasing Policy and Consider Establishing a Policy for the Purchase of Used or Non-New Equipment by the District

Action – by ruling of the Chair:

Chairman Howell appointed Ted Key, and himself as a subcommittee to commence work on this item. A third member will be appointed at a subsequent Policy Committee meeting. Mr. Key was asked to chair the subcommittee.

4. FUTURE AGENDA ITEMS

Chairman Howell asked for any future agenda items. Committee noted that agenda items postponed from this meeting will be revisited following direction from the CCSD Board of Directors.

Title: Motion to discuss a policy for filling vacancies on the CCSD Board of Directors.

Moved by: Gordon Heinrich

Seconded by: Ted Key

Ayes: 4

Nays:0

Absent: 1

Chairman Howell not voting

Title: Motion to discuss a policy for providing an option to use 20 gallon trash containers.

Moved by: Claudia Harmon

Seconded by: Gordon Heinrich

Ayes: 4

Nays:0

Absent: 1

Chairman Howell not voting

Title: Motion to discuss a policy regarding the issuing of Intent to Serve (ITS) Letters.

Moved by: Gordon Heinrich

Seconded by: Ted Key

Ayes: 4

Nays:0

Absent: 1

Chairman Howell not voting

5. ADJOURN

Chairman Howell adjourned the meeting at 3:00 p.m.