

To: CCSD Board of Directors

From: Debra Scott, Chair, Policy Committee

Re: Regular Meeting, Thursday, November 30, 2023

The Policy Committee Meeting was called to order at 3:00 pm at the Cambria Veterans Hall by the Chairperson.

A quorum was established by the attendance of Committee Members: Gordon Heinrichs, Vice Chair, Donn Howell, Secretary, Ted Key, and James Townsend, committee members. Committee member, Claudia Harmon-Worthen was not present at the onset of the meeting, but came into the meeting at 3:20pm. Staff present was Haley Dodson, Confidential Administrative Assistant, Denise Fritz, Administrative Department Manager, and Matthew McElhenie, General Manager (via Zoom).

Harry Farmer, Laura Schwartz, and an unrecognized phone number attended via Zoom.

CHAIRMAN'S REPORT: Chairperson Scott gave a short report, addressing some of the recent issues the Board has been addressing. She followed up on questions that had been asked at the previous Policy Meeting by the members. She read a response from President Dean who had received information from General Counsel, Tim Carmel, related to the Role of the General Manager policy. Government Code 61051 states:

The general manager shall be responsible for all of the following:

- a) The implementation of the policies established by the board of directors for the operation of the district.*
- b) The appointment, supervision, discipline, and dismissal of the district's employees, consistent with the employee relations system established by the board of directors.*
- c) The supervision of the district's facilities and services.*
- d) The supervision of the district's finances.*

Further questions from the Policy Committee were related to the climate change policy. The report from the R&I Committee Ad Hoc Committee will be on the Policy Committee's next agenda in December, 2023 for discussion.

PUBLIC COMMENT: There was no public comment on this report.

CONSENT AGENDA: The September 28, 2023 Regular Meeting Minutes were approved as written.

REGULAR BUSINESS:

4.A Review and Discussion of CCSD Policy 2135: Purchasing

The current Purchasing Policy was provided to the Board for an initial review. The Chair met with Ms. Dodson and Ms. Fritz to discuss the current policy. The discussion resulted in a recommendation that Ms. Dodson, Ms. Fritz, and GM McElhenie will prepare a redline document making recommendations to the committee for changes that should be considered to streamline staff activities related to purchasing. The current policy was approved on 9/24/2015 so should be updated to reflect current practices. Secretary Howell suggested that there are many components in the current policy and perhaps those components would be better served by dividing the policy into more than one policy. The committee made several suggestions to staff for other edits they may want to consider for the redline document. It was suggested that providing an easily accessed table of

parameters for purchasing might make the policy easier to use. Further work will be done when the committee receives the redline document.

4.B. REVIEW AND DISCUSSION OF CSDA Policy 3142: Whistleblowing

The committee was provided a copy of the current Whistleblowing policy for initial review. Ms. Dobson reported that the District has hired MRG to work with District staff to update personnel policies and provide human resource services. The current policy is a CSDA policy and the committee agreed that the District needs a Whistleblowing policy that is specific to CCSD. GM McElhenie stated that the District's response to whistleblowing and related issues is based on the requirements set by federal, state or local law, rule or regulation or any other response set by the unions who have contracts with the District. He suggested that the committee defer to MRG to write a policy for District personnel.

The committee members agreed with this suggestion, but stated that the Whistleblowing policy set by MRG would pertain only to employees and that there may be a need for another whistleblowing policy for Board members and volunteers. Further discussion will ensue after MRG finalizes the personnel policies for the District. This agenda item will be discussed at a future Policy Committee meeting.

4.C. REVIEW AND DISCUSSION OF CCSD Internet and Email Policy and CSDA Policy 3300 Internet, Email and Electronic Communications Policy

The CCSD Policy Handbook includes both the 2003 CCSD Policy and the CSDA Policy 3300 which has no Board approval date. Both policies were provided to the committee members for initial review. Many of the members had suggestions as to possible edits for a specific CCSD internet, email, and electronic communications policy. Ms. Dodson offered to meet with GM McElhenie to discuss the contents of a CCSD specific policy on these issues and provide a redline document for the committee to discuss at a future meeting. These issues also involve the use of social media which needs to be considered along with this policy. Once the committee receives the redline document from GM McElhenie and Ms. Dodson, both the redline document and the social media policy will be brought back to the committee for discussion and further edits.

4.D. Discussion and Consideration of the 2024 Policy Committee Meeting Dates (see attached)

5. FUTURE AGENDA ITEMS

The committee verbalized some future agenda items to be considered. They included:

1. Follow up on the Purchasing policy after receiving the redline document
2. Legislative Advocacy Policy—do we need one
3. Discussion of the Role of the GM as outlined in the current Government Code and whether or not the committee has a role in fleshing out the GM's role in policy
4. After receiving the redline document, the internet and email policy as it aligns with the social media policy
5. Whistleblowing policy for Board members and volunteers
6. Climate Change report from the R&I committee ad hoc

The Policy Committee Meeting was adjourned at 4:24 p.m.