

**POLICY STANDING COMMITTEE
AD HOC COMMITTEES**

DEVELOP POLICY COMMITTEE BYLAWS, STATEMENT OF PURPOSE AND SCOPE

Committee Members: Mike Lyons, John Nixon and John Rohrbaugh

Assignment: Develop the Policy Committee bylaws, statement of purpose and scope

Date Formation Approved: February 21, 2019 – Policy Committee Meeting

REVIEW AND RECONCILE PROPOSED BYLAWS OF THE RESOURCES & INFRASTRUCTURE AND FINANCE COMMITTEES

Committee Members: John Nixon and Mike Lyons

Assignment: Review and reconcile the proposed bylaws of the Resources & Infrastructure and Finance Committees and prepare draft Policy Committee bylaws for review by the Policy Committee in order to create consistent bylaws for all three standing committees

Date Formation Approved: May 30, 2019 – Policy Committee Meeting

REVIEW THE CSDA SAMPLE POLICY HANDBOOK SECTION 1000

Committee Members: Mike Lyons, John Nixon and John Rohrbaugh

Assignment: Review the CSDA Sample Policy Handbook Section 1000 and present findings and suggested revisions to the policies

Date Formation Approved: June 27, 2019 – Policy Committee Meeting

REVIEW THE CSDA SAMPLE POLICY HANDBOOK SECTIONS 1030 ETHICS, 1035 CONFLICT OF INTEREST AND 1040 CORRESPONDENCE TO THE BOARD

Committee Members: Ted Key, John Rohrbaugh and Gordon Heinrichs

Assignment: Review the CSDA Sample Policy Handbook Sections 1030 Ethics, 1035 Conflict of Interest and 1040 Correspondence to the Board

Date Formation Approved: August 29, 2019 – Policy Committee Meeting

DISASTER PREPAREDNESS

Committee Member: Gordon Heinrichs

Assignment: Work with CCSD staff and Fire Department staff on possible policy affecting disaster preparedness

Date Formation Approved: October 9, 2019 – Policy Committee Meeting

VETERANS' HALL FEES

Committee Member: Ted Key

Assignment: Work with the Finance Committee and General Manager on policy implications regarding fees for use of the Veterans' Hall

Date Formation Approved: October 9, 2019 – Policy Committee Meeting

PURCHASING POLICY

Committee Members: Donn Howell and Ted Key

Staff Member: Monique Madrid (added on 1/2/2020)

Assignment: 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

Date Formation Approved: November 22, 2019 – Policy Committee Meeting

Revised Ad Hoc Committee Members: January 2, 2020 – Policy Committee Meeting

EMAIL MANAGEMENT AND RETENTION POLICIES

Committee Member: Ted Key and John Nixon

Assignment: Research and make recommendations regarding email management and retention policies

Date Formation Approved: April 30, 2020 – Policy Committee Meeting

POLICY 1040.2 CORRESPONDENCE ADDRESS TO THE BOARD OF DIRECTORS

Committee Member: Ted Key and Claudia Worthen

Assignment: creating Policy 1040.2 regarding who replies to correspondence addressed to the Board of Directors

Date Formation Approved: April 30, 2020 – Policy Committee Meeting

POLICY OR POLICIES REGARDING CAMBRIA'S HOMELESS POPULATION

Committee Member: Gordon Heinrichs, Leslie Richards and Claudia Worthen

Assignment: creating policy proposals for policy 1040.2 regarding who replies to correspondence addressed to the Board of Directors

Date Formation Approved: April 30, 2020 – Policy Committee Meeting

FILLING VACANCIES ON THE CCSD BOARD OF DIRECTORS

Committee Member: Gordon Heinrichs and John Nixon

Assignment: creating a policy and procedure for filling vacancies on the CCSD Board of Directors

Date Formation Approved: April 30, 2020 – Policy Committee Meeting