

POLICY COMMITTEE

REGULAR MEETING

Thursday, April 30, 2020 - 2:30 PM

MINUTES

A. CALL TO ORDER

Chairman Donn Howell called the meeting to order at 2:30 p.m.

B. ESTABLISH QUORUM

A quorum was established.

Committee Members present via Zoom: Donn Howell, Gordon Heinrichs, John Nixon, Ted Key, Claudia Worthen and Leslie Richards.

Staff present via Zoom: General Manager John Weigold and Deputy District Clerk Haley Dodson.

Public present via Zoom: Harry Farmer, Cindy Steidel, Tina Dickason and Elizabeth Bettenhausen

C. CHAIRMAN'S REPORT

Chairman Howell reviewed the Board of Directors' responses to his report on the work of the Policy Committee from the April 16 CCSD Directors' meeting. Regarding Directors' suggestions for policies and topics the Committee should take-up, Chairman Howell cited policy for filling vacancies on the CCSD Board, audit of existing policies in the context of CCSD Bylaws changes from 2014, and development of a mission statement for the Policy Committee.

1. PUBLIC COMMENT

None.

2. CONSENT AGENDA

A. Consideration to Approve the February 27, 2020 Regular Meeting Minutes

One change to the minutes was requested and accepted: item D.4. should cite "CCLUO."

Committee member Worthen moved to approve the minutes.

Committee member Key seconded the motion.

The motion was approved 5-Ayes (Heinrichs, Nixon, Key, Worthen, Richards), 0-Nays, 0-absent

3. REGULAR BUSINESS

A. Discussion and Consideration of Committee Bylaws, Goals and Mission Statement

Committee agreed to remove the item from the agenda and carry forward to the May agenda. In addition, Committee members agreed to develop ideas for a mission statement to the May

meeting, and Chairman Howell agreed to send existing documents on standing committee bylaws, purposes and mission. Finally, the Committee members suggested that the CCSD Board of Directors should give direction on Committee purpose and mission, since the Committee is an entity created by the Board.

B. Discussion and Consideration of Creating an Ad Hoc Subcommittee to Research and Make Recommendations Regarding Email Management and Retention Policies

Member Key (lead) and Member Nixon will form the Ad Hoc Subcommittee, and Chairman Howell will serve as a resource. CCSD General Manager Weigold stated that the Subcommittee should wait until the District Board receives a report on the topic from District Counsel in May.

C. Discussion Regarding Creating a Policy for Reimbursement of Standing Committee Member Travel Expenses

Chairman Howell will bring to the Committee in May existing CCSD policy and procedures covering CCSD staff and Board, as well as proposed language for a policy or policy revision to cover member of standing committees.

D. Discussion and Consideration Regarding Tasking an Ad Hoc Committee with Creating Policy 1040.2 Regarding Who Replies to Correspondence Addressed to the Board of Directors

Member Key (lead) and Member Worthen will form an Ad Hoc Subcommittee to develop a draft policy for Committee review.

E. Discussion and Consideration of District Policy or Policies Regarding Cambria's Homeless Population

Member Richards presented an overview and analysis of homelessness context and law as applied to local governmental agencies. Member Richards, Member Worthen, and Member Heinrichs (lead) will form an Ad Hoc Subcommittee to develop policy proposals for Committee review.

F. Discussion and Consideration to Reschedule the May 28, 2020 Policy Committee Regular Meeting

Committee member Worthen moved to change the meeting date to May 29, 2020 at 2:00 p.m.

Committee member Richards seconded the motion.

The motion was approved 5-Ayes (Heinrichs, Nixon, Key, Worthen, Richards), 0-Nays, 0-absent

4. FUTURE AGENDA ITEMS

Chairman Howell stated that reporting from the Ad Hoc Subcommittee on CCSD purchasing policies is on hold until the Subcommittee consults with CCSD staff.

Chairman Howell asked the Committee to form a subcommittee on policy and procedure for filling vacancies on the CCSD Board of Directors. Member Nixon (lead) and Member Heinrichs

will form the Ad Hoc Subcommittee. Chairman Howell will send pertinent, existing and historical CCSD documents to the Subcommittee.

Public Member Dickason requested that the Committee consider a new policy that would require official position descriptions for all CCSD employees.

For the May meeting agenda, the Committee agreed to consider changing the time for Committee meetings.

5. ADJOURN

Chairman Howell adjourned the meeting at 4:00 p.m.