

POLICY COMMITTEE

REGULAR MEETING

Thursday, September 22, 2022 - 3:00 PM

MINUTES

A. CALL TO ORDER

Chairperson Farmer called the meeting to order at 3:07 p.m.

B. ESTABLISH QUORUM

A quorum was established.

Committee members present – Harry Farmer, Gordon Heinrichs, Claudia Harmon, Ted Key, Jim Townsend and Debra Scott.

District staff present – Haley Dodson.

C. AD HOC SUBCOMMITTEE REPORT

There was no Ad Hoc Subcommittee Report.

D. CHAIRMAN'S REPORT

Chairman Farmer reported on the Board's September 15, 2022 meeting to consider the Mission Country fee increase, stating that the meeting was somewhat unsettled. There was discussion that another special meeting is tentatively scheduled for Monday, September 26, 2022. He clarified that the Board will be in attendance at the Vet's Hall for this meeting plus there will be access through Zoom.

E. COMMITTEE MEMBER COMMUNICATIONS

Committee Members Heinrichs and Harmon inquired about the September 15th Board meeting. Member Scott announced that she is a candidate for the openings on the CCSD Board. Voting will occur on November 8, 2022.

1. PUBLIC COMMENT

Public Comment: There was no public comment.

2. CONSENT AGENDA

A. Consideration to Approve the August 4, 2022 Special Meeting Minutes

Committee member Heinrichs moved to accept the Consent Agenda and approve the August 4, 2022 Special Meeting Minutes as written.

Committee member Key seconded the motion.

Motion passed – Ayes – 4 Nays – 0 Abstain – 1

3. **REGULAR BUSINESS**

- A. Review, Discuss and Consider CCSD Board Discussion and Consideration of July 14, 2022 Regarding Policy 1030 Code of Ethics (OLD BUSINESS)

Ad Hoc committee members Scott and Harmon reported that they have not begun gathering information to write a needs assessment to forward to the Board regarding a Code of Ethics Policy. Committee member Townsend offered to provide information on the number of service districts that have an ethics policy and those which do not. Committee member Heinrichs suggested that we continue to work on the needs assessment and go further in depth to address the need for this policy. Committee member Scott thanked Committee member Heinrichs for forwarding two samples of ethics policies from other organizations to her. Chairperson Farmer suggested that we continue the discussion on the needs assessment for an Ethics Policy at a future meeting, most likely the November meeting which will be held on December 1, 2022.

- B. Review, Discuss, and Consider CSDA Policy 1050 Role of the General Manager

Committee member Heinrichs presented this agenda item. Generous discussion ensued among the Chair and the Committee members. Members of the public commented that the General Manager's employment contract is available as a public document. In addition, the Job Description that was used when hiring the General Manager is available. The employment contract in question was forwarded to the committee members for review by Dr. Elizabeth Bettenhausen who was a public attendee at the meeting. In addition, she suggested that there was a discussion at the June 14, 2019, Board meeting about the duties of the General Manager. Another public attendee, David Pierson, gave the committee information about what documents are available. Committee member Key agreed with Committee member Heinrichs that the committee should pursue this policy with the Board.

Committee member Scott moved to request that the Board direct the Policy Committee to do a needs assessment for a policy to address the Role of the General Manager as provided in the CSDA Policy Manual, Policy 1050.

Committee member Heinrichs seconded the motion.

Motion passed – Ayes – 3 Nays – 2 Abstain – 0

- C. Review, Discuss and Consider the CCSD Policy Checklist

The Committee discussed the Policy Checklist that was part of the agenda packet. There were positive comments about the great amount of information that is summarized on the checklist. Compliments were given to CCSD President Howell and Director Gray's meticulous attention in creating this document. Committee member Harmon suggested that the

committee could request that the Board direct the Policy Committee to do a needs assessment for those policies that are identified on the checklist as needed for the District. Chairperson Farmer stated that time would not allow us to address all of the information on the checklist today and suggested that we put the checklist on our next agenda.

- D. Review and Discuss the Status of the Proposed Community Emergency Preparedness Evacuation Plan (as Per CSDA Policy 2300)
Committee member Heinrichs stated that there are other entities that are working on this issue and have important meetings scheduled in the near future. He recommended that the Policy Committee continue this agenda item to the Policy Committee's October meeting so that more information will be available for the committee to consider.

4. FUTURE AGENDA ITEMS

As described in the previous agenda items.

5. ADJOURN

Chairman Farmer adjourned the meeting at 4:52 p.m.