



**Personnel Committee Meeting
Minutes**

5 pm, Wednesday, January 12, 2022
Via Zoom Meeting ID: 822 2870 1954

Staff: Daniel Barton, J.R. Hichborn, Debra Tierney, Rodney Dahlberg,
Danny Curtola, Darren Woodland and Shayne Hawthorne

Committee Members: Robert Evans and Pati Todd

Call to order: 5 pm

1. Approval of June 17, 2021 meeting Minutes.

Minutes approved.

2. Review/Approve updates to Policy Manual.

Committee notes the number of changes that staff has already made to the policy.

Committee is concerned with policy not including sections about equal opportunity and discrimination and having little about sexual harassment.

Director Todd recommends updating the appearances section of the policy, along with section 2940 regarding dating and staying consistent with section 2920 regarding harassment.

Director Evans suggest working with County Department of Personnel for updates. Staff notes that they do work with the county and those policies mentioned by the Committee are of importance, however this was just a first-round attempt at updating policy since 2015.

Director Todd recommends adding a policy section regarding hashtags, tagging, and amplifying appropriate messaging.

The Committee suggests the policies previously mentioned be updated first since they are priority issues.

The Committee recommends rewriting the policy first and then bringing it back to the Committee before it is brought to the Board.

Staff notes that there are several policies that need to be updated and suggest breaking it into sections and bringing each section one at a time to the Committee and then the Board.

The Committee agrees with updating the policy in sections and recommends staff strive for having the full policy manual current by the end of the year.

3. Review/Discuss Advisory Board Agenda links.

Committee states that the URL links will be helpful to have.

Committee asks staff which option they recommend. Staff explains the options given and recommends either Attachment B or Attachment D.

Committee recommends combining both options and doing a green underline for all agenda items.

Committee and staff agree on the recommendation.

4. Review/Discuss Advisory Board Agenda reformat.
Staff suggest reformatting the agenda in a way that will move most information items, such as reports into the consent section of the agenda, to get to items that will need heavier discussion in a timelier manner. Director Todd asks staff to clarify and give an example of the new format. Staff clarifies that all items in the consent section will be approved as one, unless the Board decides they want to have a discussion on a specific item, which then that item will be pulled for later discussion and leaving the other items to be approved.
Committee suggest trying the newly formatted agenda on a three-month trial basis.
The Committee advises that this new format be shared with the other Board members and any concerns they have be shared with the Committee. Staff agrees to share all notes with the Committee.
5. Review/Discuss policy 2704.1 (B), vacation request.
Staff requests this policy be updated with clear parameters regarding how many days before vacation is notice required and for how long the vacation can last.
The Committee questions if managers are the only employees that can approve vacation time or can supervisors also approve that time? Staff states that managers are the only ones that can approve vacation time.
Staff notes that before policy change there was only one person that was able to approve vacation for a specific division and seasonal staff didn't have allotted vacation time like full-time employees.
Director Evans questions if there is a section that requires employees take one week of vacation a year. Staff notes that it is encouraged, however due to County rules the District cannot force employees to take vacation.
The Committee recommends bringing this policy change to the Board.
6. Review/Discuss proposed Lost and Found Policy.
Director Evans questions if the County has a policy regarding lost and found items. Staff notes that they have an agreement with county regarding disposing of surplus equipment, however there is no policy regarding Lost and Found items.
Staff summarizes what constitutes items as Lost and Found items and describes that the District needs to have this policy in place to be able to remove these items from the Parks. Staff notes that this policy change was also at the request of law enforcement.
Staff was recommended by a contact not to follow Sacramento County Regional Parks polices regarding lost and found items since Regional Parks do not have open/closed hours and therefore people cannot be considered trespassing, and the Regional Parks cannot remove those items from their parks.
Director Evans questions if signs will be placed to help those who have lost their items, be able to find where their items have been stored. Staff states that previously it has not been difficult for members of the public to get in touch with the District to find their items.
The Committee notes that this is an important idea to think about as the District is beginning the signage plan. Committee recommends all signs placed to have the Districts name and website prominently stated so that members of the public know that it is a Mission Oaks park.
Director Evans questions if 30 days is enough time for members of the public to get their items back. Staff notes that 30 days is the recommended time by law enforcement.
The Committee agrees to the policy and of holding onto the items for 30 days.
Director Todd suggests staff note the fact regarding Sacramento County Regional Parks not having and open/close time.
7. Discuss changing name of Personnel Committee to Personnel/Governance.
Director Todd believes the proposed name is disconnected.
Staff suggests renaming to Personnel/Policy Committee.
Committee approves name change to Personnel/Policy Committee on a temporary basis.

Committee members applaud staff on an excellent meeting.

Adjourned 5:52 pm