



Agenda

San Miguel Community Services District

Amended - Organization & Personnel Special Committee Meeting

FRIDAY, MARCH 3, 2017 9:30 A.M.

SMCSD Boardroom 1150 Mission St. San Miguel, CA 93451

Cell Phones: As a courtesy to others, please silence your cell phone or pager during the meeting and engage in conversations outside the Boardroom.

Americans with Disabilities Act: If you need special assistance to participate in this meeting, please contact the CSD Clerk at (805) 467-3388. Notification 48 hours in advance will enable the CSD to make reasonable arrangements to ensure accessibility to this meeting. Assisted listening devices are available for the hearing impaired.

Public Comment: When public attendance is over ten (10) persons, the following policies will go into effect: Any person wishing to address the Board or Standing Committee, please complete a "Request to Speak" form located at the podium in the boardroom in order to address the Board of Directors on any agenda item. Comments are limited to three minutes, unless you have registered your organization with CSD Clerk prior to the meeting.

If you wish to speak on an item not on the agenda, you may do so under "Oral Communications." Any member of the public may address the Board of Directors on items on the Consent Calendar. Please complete a "Request to Speak" form as noted above and indicate which item number you wish to address.

Meeting Schedule: Regular Board of Director meetings are generally held on the fourth Thursday of each month at 7:00 P.M in the CSD boardroom. Agendas are posted on the CSD's website at: www.sanmiguelcsd.org

Agendas: Agenda packets are available for the public inspection 72 hours prior to the scheduled meeting at the Counter/ San Miguel CSD, Fire Station located at 1150 Mission St., San Miguel, during normal business hours. Any agenda-related writings or documents provided to a majority of the Board of Directors after distribution of the agenda packet are available for public inspection at the same time at the counter/ San Miguel CSD, Fire Station located at 1150 Mission St., San Miguel, Ca during normal business hours.

- I. Call to Order- 9:30 AM
- II. Pledge of Allegiance Director _____
- III. Roll Call: Members Present: Director _____ Director _____

IV. Oral and Written Communications: Persons wishing to speak on a matter not on the agenda may be heard at this time; however, no action will be taken until placed on a future agenda. Speakers are limited to three minutes. Please complete a “Request to Speak” form and place in basket provided.

V. AGENDA ITEMS:

1. Review and Discuss Revisions to Board Rules and By-Laws Manual

Staff Recommendation: Discuss and make a recommendation that the Board approve revisions to Board Rules and By-Laws Manual.

2. Discuss General Manager’s Status Report on Timekeeping Policy Tracking & Reporting

Staff Recommendation: Review and Discuss Status Report on Timekeeping Policy Tracking & Reporting

3. Discussion and Clarification of Options for Job Opening Recruitment—Administration Department

Staff Recommendation: Discuss and Clarify options for job opening recruitment

VI. COMMITTEE COMMENTS:

This section is intended as an opportunity for Committee members to make brief announcements, request information from staff, request future agenda item(s) and/or report on their own activities related to District business. No action is to be taken until an item is placed on a future agenda.

VII. ADJOURNMENT

TIME: _____

Next O & P Committee Meeting is tentatively scheduled for Friday, March 24, 2017.

Tentative Committee Agendas includes:

- 1) Review of Fire Department SOP’s;
- 2) Review and Discussion of GM Report on Surrounding Agency Compensation Schedules

Attest:

STATE OF CALIFORNIA)
COUNTY OF SAN LUIS OBISPO) ss.
COMMUNITY OF SAN MIGUEL)

I, Tamara Parent, Account Clerk II/Operations Coordinator of San Miguel Community Services District, hereby certify that I caused the posting of this agenda at the SMCSO district office on February 28, 2017

Date: February 28, 2017

Tamara Parent

Tamara Parent, Account Clerk II/Operations Coordinator