



SAN MIGUEL COMMUNITY SERVICES DISTRICT ORGANIZATION & PERSONNEL COMMITTEE

MEETING SUMMARY NOTES

For Thursday, July 8, 2016 – 9:00 am

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- I. Call to Order- 9:05 A.M Chair Green**
II. Pledge of Allegiance Lead by Director Kalvans
III. Roll Call: Directors Green and Kalvans were present.
IV. Oral and Written Communications: There was no oral or written communications. No person requested to speak.
V. AGENDA:
1. Review and Discuss Amendments to Section 2020 – Existing Personnel Policies for Recruitment and Hiring.

Chair Green introduced agenda item and asked staff for a brief report based on written report in the agenda packet. General Manager Gentry reported suggested changes to Section 202 of the Personnel Policy if the pending comprehensive Personnel Policy Manual being considered on July 29th should fail to pass.

The recommended amendment changes to Section 2020, as described by GM, included the addition of language that would base Board's review and approval of a hiring selection on background checks, drug testing and citizenship verification with a GM statement of qualifications for selection.

Director Kalvans asked about the requirement for criminal background checks as well as the credit checks. GM explained that the proposed language specifies background checks, including criminal and credit.

Director Green commented that language should spell out the intended background checks. He questioned why this item was being discussed since the Section 2020 already requires Board review and approval of hiring. GM answered that the Committee had requested this item to be brought back with

additional language that would spell out the background checks, drug testing and citizenship verification requirements.

Director Green spoke about including criminal, credit, employment references prior to a job offer for any full and part time permanent employment until the Board has reviewed and approved a GM selection choice.

Committee asked staff to modify and forward to Board the proposed amendments to Section 2020 as discussed with these added changes.

2. Review and Discuss of continuing District Engineer services.

Director Green introduced the agenda item and asked staff to give a report. GM presented a verbal summary of the written staff report. GM spoke about the existing long-time contractual services provided by the Wallace Group. GM indicated that over the past 2 years the increased use of competitive bidding procedures and the Board adopted Purchasing Policies has allowed the District to realize competitive bids for equipment and services. GM reviewed the past 2 years of expenses for District Engineer services and what the District got in return. GM also spoke about the future needs of District for engineering being very different than past services provided. As a result, GM provided some options for purpose of determining the direction of the District Board. The options included the distribution of an RFP for services, re-negotiating a new services agreement with the Wallace Group or continue the existing contract with present terms and conditions.

Committee spoke briefly about a desire to solicit competitive bids from Engineering firms using an RFP process. Director Green asked if an RFP could be circulated prior to Board making a selection choice. GM replied that it could be done that way.

Director Kalvans asked if GM had spoken to other CSD's about sharing personnel and costs for this position. GM replied that there had been no conversation with other CSD GM's about sharing costs or personnel for these services, but would be open to find out what type of a response might be forthcoming from other districts. Committee discussed this option further and asked GM to follow-up with inquiries and discussions as may be fruitful in addition to an RFP.

Committee gave direction as stated in its discussion and asked staff to bring this item back for future discussion and/or action.

3. Review and Discuss of 2016-17 O & P Committee Work Program.

Chair Green introduced this agenda item and asked staff to present. GM stated that the purpose of this Committee Work Program was to provide the Board with

a listing of comprehensive Annual Work Program for all committees. This Work Program is intended to replace the previous “punch list” which did have measurable metric for assessing performance or assuring that Board goals were precise for budgeting and tracking. GM also presented a preliminary listing of Committee Work Program objectives and asked for Committee input on list and to discuss priority ranking.

Committee discussed the preliminary listing which included 8 listed items. Committee agreed to delete the first item listed and keep it with the E & F Committee solely. The remainder items were discussed in detail. The Committee agreed the remaining items were important and ranked the items as follows:

Work Program Items:	Priority Rank
District Engineer Services	#1
Review of GM strategy plan for operations & performance	#2
Review and update of District Records Retention Policy	#3
Review of Board of Directors Handbook	#4
Review of Master Plan of Facilities, Current and Projected	#5
Review of Preliminary District Disaster Preparedness Plan	#6
Conduct Annual Site Visit to all District Facilities	#7

Committee agreed that since the District Engineer services was under evaluation and direction had been given earlier in the agenda to keep as first priority. Also Committee agreed that the annual site visit should be scheduled for after January.

There were no other items discussed or to be added at this time.

VI. COMMITTEE COMMENTS:

Committee discussed a calendar date and time for its next meeting. Committee members agreed to set August 19, 2016 9AM for the next meeting.

VII. Chair Green adjourned meeting at: Time: 9:42 AM

Submitted by

John Green,
Chair -- O & P Committee