

# BOARD PERSONNEL COMMITTEE

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of the Crockett Community Services District

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## For Review

### MINUTES OF REGULAR MEETING, OCTOBER 8, 2024.

1. CALL TO ORDER: The meeting was called to order at 4:05 pm by Chair Cusack. Present were Commissioners Cusack, Wais, and Wesselmann. Director Martinez was absent (excused). Director Spinner arrived at 4:41 pm. Staff present included District Secretary (DS) Rivas, Administrative Services Manager (ASM) Goodman, and Event Supervisor (ES) Morales.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: Member Wesselmann requested that Item 4a be moved to after 5c.
3. PUBLIC COMMENT ON NON-AGENDA ITEMS: None.
4. CONSENT CALENDAR: Minutes for September 10, 2024. The item was moved to discuss after Item 5c. The committee discussed the turnaround of the minutes. An agenda is required to be posted within 72 hours of a meeting. The supporting documents are required to be posted by the time of the meeting. The minutes were posted within an hour before the meeting. A suggestion was made to post the audio for 30 days minimum and then be replaced by the written minutes as a workaround. This led to a discussion on the purpose and value of audio recordings. Without the proper software to denote where discussions are occurring, the public may have to listen through an entire meeting. The advantage of an audio recording is that the listener would hear things that would not be noted in the minutes. Ms. Wesselmann shared that in her experience, the first two weeks of being able to listen to audio recordings tend to get exciting but the excitement quickly wore off after only two weeks.

A motion was made to postpone the September minutes until the next meeting. (Wais 1<sup>st</sup>, Wesselman 2<sup>nd</sup>, 3/0, 2 absent.)

5. ADMINISTRATION:
  - a. REPORT ON ACTIONS BY THE BOARD: DS Rivas reported that the Board requested that minutes include speaker names where appropriate. Members of the public can request that their names not be recorded.
  - b. UPDATES TO RED BOOK: DS Rivas presented an update on the Red Book which serves as a guide for reviews. The original book included only the general manager and district secretary. The book is transitioning into a human resource guide. The revised book includes most positions but not all are currently filled. A new chart was included that serves as a checklist for onboarding. Ms. Wesselman will be providing additional items to consider for onboarding. DS Rivas reported that some job descriptions have not been formally approved.

Multiple review forms were discussed including reviews for the general manager, the district secretary, and non-management positions. The committee will compare the forms and edit them where necessary.
  - c. UPDATE FROM GENERAL MANAGER AD HOC COMMITTEE: No update.

6. REPORTS/COMMENTS FROM COMMITTEE MEMBERS AND STAFF: IGM requested a copy of the job description for the recreation manager. The Personnel Ad Hoc Committee had been working on updating the job description.
7. FUTURE AGENDA ITEMS:
  - a. Review the onboarding and offboarding documents.
  - b. District secretary review process.
  - c. Discuss salary schedule policy. Staff will research if a policy exists.
  - d. Air Quality and the economic impacts on the pool and recreational uses. This item will be moved to the Recreation Commission.
8. ADJOURNMENT: The meeting was adjourned at 5:20 PM until October 8, 2024.

Respectfully submitted,  
Sonia Rivas, MBA  
District Secretary