



**Advisory Board of Directors
Regular Meeting Minutes
Tuesday, January 10, 2017 at 6pm
Mission Oaks Community Center,
4701 Gibbons Drive, Carmichael, CA 95608**

- Call to Order:** 6pm
- Pledge of Allegiance:** Led by Barney Donnelly
- Roll Call:**
- MORPD Directors Present: Nguyen, Ontiveros, Morin, Saastad and Donnelly
- MORPD Staff Present: Barton, Newman, Ross and Paredes-Banville
- Chairperson’s Comments:** None
- Board Comments/Discussion:** None
- Public Comment:** None
- Closed Session:** Pursuant to Gov. Code Section 54956.9, Pending Litigation
- Report on Closed Session:** Chairperson Nghia Nguyen reported no action taken during the closed session.

Information:

1. Presentation by Harley Dabler, MORPD Oversight Committee: Mr. Dabler, introduced himself to the new Board members, he explained the function the committee and shared information about the tours and reviewed the projects from the last year including Mission North Walking Path. The main focus this year was the Eastern Oak Park Redevelopment Project. He mentioned that the committee was pleased with the completion of the Pickle Ball Courts.

Director Morin stated he found the report very positive and asked if Mr. Dabler could share his ideas on what improvements could be made. Mr. Dabler suggested that there be a funding breakdown of Eastern Oak Park. The breakdown would give the community an explanation of where the funding sources were coming from and why other projects were reprioritized in order to complete Eastern Oak Park. Other District residents that do not live near Eastern Oak would understand the Districts priorities based on the breakdown.

2. Monthly Billing and Budget Report, Period 5, November 1-30, 2016: Chairperson Nguyen inquired about payments from a church that rented the auditorium at Swanston Community Center and the final outcome of the balance due. Recreation Director Ross stated the church paid the past due balance in full.

Director Paredes-Banville informed the Board that the GL Accounts 2051 Liability Insurance and 2016 Membership Fees has been corrected from the previous months Billing Report.

3. District Administrators Report: None

4. Administrative Division Report: None

5. Recreation Division Report:

In January, staff is gearing up for afterschool and youth sports programs. Director Ross reported what staff has been doing for teen programs, a new babysitting class and Outdoor Adventures. Chair Nguyen suggested contacting the new charter school that Debby Walker is involved with as there may be an opportunity for teaching teens computer coding. Director Ross also mentioned that he and staff were looking into Lego Camps.

Board Director Saastad requested that a letter be sent to Sacramento Adventist Academy in Carmichael thanking them for entertaining the senior lunch group at MOCC.

6. Parks Division Report:

Parks Director Newman mentioned that the District faired pretty well during the latest storm and only one tree fell that became ensnared in the SMUD lines. The District contacted the County and requested that they contact SMUD because the County would get a faster response. Once SMUD took care of the lines staff contacted the Districts landscape contractor and they responded immediately and took out the remainder of the tree.

Director Newman mentioned the District is in the running for a grant for the restoration of Chicken Ranch Slough. Several months ago he mentioned the creek is eroding and the grant may help with the erosion.

7. Photos of Interest:

Consent:

8. Approval of December 13, 2016 Advisory Board Minutes:

Director Morin requested at the last meeting that a letter be sent to the community member who donated several items to the Pasta Feed thanking them for their contribution and support of the SCIP Program. He did not see it mentioned in the January minutes and would like the January minutes to reflect his request.

Action: On a Motion by Morin, seconded by Donnelly, the Advisory Board of Directors voted to approve the consent items as amended reflecting the letter to the community member. Directors Nguyen, Donnelly, Ontiveros, Saastad and Morin approve the motion.

Action:

9. Election of 2017 Advisory Board Officers and Committees:

After some discussion and clarification from the January meeting the Board agreed to the following slate of District Committee Assignments and Officers for 2017:

Officers:

Chairperson, Nghia Nguyen; *Vice Chair*, Rick Morin; and *Clerk*, Bernard Donnelly.

Committees:

1. Recreation Program Committee: Directors Morin (chair) and Ontiveros, staff Barry Ross.
2. Finance Committee: Directors Nguyen (chair) and Morin, staff District Administrator Daniel Barton.

3. Facilities Committee: Directors Saastad (chair) and Donnelly, staff TJ Newman.
4. Personnel Committee: Directors Donnelly (chair) and Ontiveros, staff Cindy Paredes-Banville.
5. Community Relations Committee: Directors Nguyen (chair) and Saastad, staff District Administrator Daniel Barton.
6. Sacramento Parks Foundation: Director Saastad and District Administrator Daniel Barton.
7. Ad Hoc Committee – Feasibility Study Option II Implementation: Directors Donnelly (chair) and Nguyen, staff District Administrator Daniel Barton.

Action: On a motion by Director Morin and seconded by Director Saastad the Advisory Board of Directors voted to approve the Committee and Officers as listed. Directors Nguyen, Morin, Donnelly & Ontiveros approve the motion.

10. Policy Changes to Personnel Section 2200 through 2704:
Director Donnelly explained the purpose of the policy changes in general is to bring policies into conformity with state, county and federal laws and to clarify the language of the existing policy. District Administrator Daniel Barton stated that the policy changes were also part of Districts response to the FY 2014-15 audit finding related to part-time staff and retirement. The policy changes are also tied to the reorganization and implementation of Option II from the Feasibility study.

Chairperson Nguyen gave a brief overview of the past audit and its findings. District Administrator Daniel Barton further explained the process for making the changes to section 2200 through 2704 in the personnel manual. Chairperson Nguyen asked for questions or comments from other members.

The Board requested that staff take the proposed policy changes or clarification to legal counsel for each policy to ensure that the District is in compliance with county, state, and federal laws. Once legal counsel has reviewed any policy each policy shall be brought back to the Committee and Board with all supporting documentation.

Director Donnelly reminded the Board that most of the policies are not dictated by law but rather by public practice. He mentioned that Mission Oaks is being consistent with other agencies.

Director Saastad was comfortable with the policies but suggested that the policies be reviewed and proofread more closely for spelling, grammar, and sentence structure. Further discussion by the board ensued and the District Administrator suggesting that staff take the policies to counsel for further review and then bring it back at next meeting.

Director Donnelly suggested an alternative of sending the policies to a firm such as CPS, which review and write Public Personnel Policy for other agencies. He stated that there may be a cost associated with using this type of firm.

Action: On a motion by Director Donnelly and seconded by Director Ontiveros, that the Advisory Board of Directors adopt the policies as presented by staff subject to further review by CPS or some authoritative editor as to whether there is anything inappropriate and that any changes, corrections or additions would be brought back to the Board for final approval. Directors Nguyen, Morin, Donnelly & Ontiveros approve the motion.

11. Adopt Safe Harbor Policy and Procedures for Affordable Care Act:

Personnel Committee and staff recommend adoption of the Safe Harbor Policy and Procedures for Affordable Care Act as presented. The policy was reviewed by Tim Weinland, Deputy Counsel for Sacramento County.

Action: On a motion by Director Donnelly and seconded by Director Saastad, the Advisory Board of Directors voted to adopt the Safe Harbor policy as presented. Directors Nguyen, Morin, Donnelly & Ontiveros approve the motion.

12. Adopt Administrative Leave and Compensatory Time-Off (CTO) Policy:
The District Administrator explained the background of the Admin Leave and CTO under the Fair Labor Standards Act as applied to exempt and non-exempt employees. He mentioned he spoke with Tim Weinland, Deputy Counsel; Dave Comerchero, Benefits Manager; Carmichael and Sunrise Recreation and Park Districts for background and support.

Chair Nguyen asked if the leave was added to vacation balances or in addition to vacation. Her concern is procedures and what the cost would be for the District should it have to pay the exempt employee at the end of the year for 80 hours of Admin leave.

The Board had more questions related to the non-exempt staff or hourly employee. Director Morin stated he was concerned about the non-exempt employee portion of the policy and suggested that staff take another look at the language before moving forward with the policy. He believes the policy is using the wrong term and suggested that it is called "Make up Time"

The Board referred this policy back to staff and Committee for further research and clarification; Chair Nguyen requested that it also go to the Ad Hoc Committee and that staff provide a cost analysis and impact to the budget.

No action taken.

13. Adopt Longevity Policy:
District Administrator Daniel Barton explained the practice of the District paying a "longevity step" to those employees who have worked the length of time associated with their service. Unfortunately the procedure was not clear in the current policy and staff is requesting the policy be clarified. An employee hired at Step 5 would have to work ten years before moving up to a Longevity Step, however because the current policy is vague in some instances, an employee was hired at Step 5 and was moved to the Longevity Step after five (5) years.

Director Donnelly stated the rationale for hiring at a higher step was for recruiting potential employees. The Longevity Step is a way to recognize an employee for their length of service.

The Board referred this policy back to staff and the Personnel Committee, requesting that the policy include language about merit and supervisor approval.

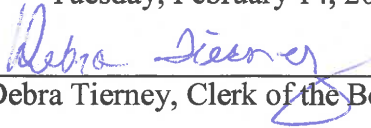
14. Appropriation/Resolution to Transfer Funds:
Administrative Services Director stated that this is part of the process for completing Eastern Oak Redevelopment Project. Director Donnelly asked what projects are not going to be completed because of the funds being shifted to finish the Eastern Oak Development Project. Director Newman explained that some of the funds were reserved for Gibbons Park and the Splash Park at Swanston Park. He further explained that the funds would be replenished within the funding cycle.

Action: On a motion by Director Morin and seconded by Director Saastad, the Advisory Board of Directors approved Resolution 2017-01 to transfer funds for the Eastern Oak Park project as presented. Directors Nguyen, Morin, Donnelly & Ontiveros approve the motion.

Staff Comments/Reports: None

Next Regular Meeting: Tuesday, February 14, 2017, 6pm at Mission Oaks Community Center

Adjournment: 8:10pm


Debra Tierney, Clerk of the Board

February 14, 2017
Date