



BOARD WORKSHOP
Friday, October 16th, 2009 9:00 a.m.
C.V Starr Community Center
300 S. Lincoln Street
Ft. Bragg, CA 94537

Minutes

The Board Workshop Meeting was held at the C.V. Starr Center and was called to order at 9:00 a.m.

Board members present included: David Yeomans, Harold Sipila, Bob Krebs and Jon McColley. Chairperson welcomed everyone and introduced Nice Alterman and Kathie Ittel.

Bob Rodriguez commented that everyone he talks to loves the facility but on the other hand everyone is also very concern about the budget issues.

Nice Alterman introduced herself and discussed how she ended up volunteering to teach "The Brown Act". Also added that once a year, Jeanine Nadle, City Counsel, teaches a refreshing course.

- ◆ Transparency-Decisions 1 Board Member can speak to 1 person about an Agenda item.
- ◆ Serial documentation has been made more complex with modern technology.
- ◆ Perception is reality.
- ◆ Employees can ask that their grievances are heard.
- ◆ Agendas 20 words or less for description.
- ◆ Chair has responsibility that items stay on track so that the meeting does not go off on subjects that are not on the Agenda.
- ◆ Public comment is for those items that are not on the Agenda.
- ◆ The Board can ask clarifying questions.
- ◆ Packets due 1 week before meeting.
- ◆ Post Agendas on website, Post Office, Starr Center, newspapers, radio stations.

- ◆ Amend agendas within 72 hours of posting.
- ◆ Question: “Am I doing the public’s business in public?”
- ◆ The public is not involved in the decision making.
- ◆ Agenda items can be tabled for another Agenda.
- ◆ Consent Agendas cannot be discussed-unless item is pulled from Consent Agenda.
- ◆ Staff reports are timed items.
- ◆ Timed Agendas items can not start before the time stated.
- ◆ Tabled items cannot be voted down.
- ◆ Emergency meetings-1 hour notice-Urgent Personnel Item.
- ◆ Special Meeting- 24 hours.
- ◆ Regular Meeting-72 Hours.
- ◆ The Board must report after a closed session.
- ◆ Form committee to update By-laws.
- ◆ By-Laws should be updated every 3 years.
- ◆ Get Council’s approval on policies.
- ◆ Have a well stated grievance procedure in place.
- ◆ Duties as a Board member:

Duty of Care: Prudent person-read materials, be prepared, due diligence.

Duty of Inquiry: ask questions-fiscal. Financial literacy and regulations.

Duty of Loyalty-Conflict of interest

- ◆ Board Retreats:
 1. Goals & objectives
 - Post Agenda for Retreat
 - No need to televise Retreat
 2. Policy Committee
 - Public Committee

Business Training by Kathie Ittel

Introduction of Services-Work Pro-Bono for 6 months

- ◆ Obtain input on Org. Chart now and adjust
- ◆ Who are customers? People that we want to serve.

- ◆ Vision of Org-Know where you are going and how to get there. Need solid organizational foundation. Staff has difficulty in coping with management crisis.
- ◆ 90 day plan-have a to do list implemented; perform a number of issues concurrently.
- ◆ Move from atmosphere of excuses, denying to ownership, accountability and responsibility.
- ◆ Biggest component missing is clarity.
- ◆ Consultant recommends setting goals that are measurable and plans on how to get there.
- ◆ Community needs to be informed about District.
- ◆ Consultant recommends weekly Board Meetings.
- ◆ Implement system of testing and monitoring.
- ◆ District seems to not act like a non-profit and tends to operate on the expense side.
- ◆ What value does the District offer the Community?

90 Day Review:

- ◆ By-Laws Revision
- ◆ Policies & Procedures-District wide
- ◆ Personnel Policies & Procedures
- ◆ CAPRI Manual/Training
- ◆ Financial Policies & New Forms and Systems
- ◆ Revenues (Fees & Charges) Policies
- ◆ Buildings, Areas & Facilities
- ◆ Safety Policies, Forms & Manuals
- ◆ Skate Park & Dog Park Rules & Regulations, Maintenance and Operations Plans
- ◆ Tax Measure Bond for Development and Maintenance
- ◆ MCRPD Friends & District relationship needs clarification
- ◆ Straighten out Foundational needs ASAP

