



Special Board Meeting
C.V. Starr Community Center
300 S. Lincoln Street, Fort Bragg, CA 95437
Friday, October 30th, 2009
Minutes

The meeting was called to order at 9:05 a.m. Roll Call – all present.

Comments by board members:

Board Chair Yeomans would like to thank Nice Alderman for the workshop she put on for the Board. It was very informative and very much appreciated.

Attorney, Jim Jackson, comments that he needs to leave by 11:00 a.m. so if there is anything the Board will need of him perhaps they should move it to earlier in the agenda.

Yeomans moves item 10.7 of the agenda to the beginning of the meeting.

Approval & Adoption of Agenda:

Director Krebs motions to accept the Agenda as modified above. Director McColley seconds it.

Approval & Adoption of Minutes :

Changes Notes:

page 3 para 10 line 2 – delete duplicate “and bruce”

page 4 para 3 all of the figures should have \$ inserted

page 4 para 7 Prop. 1A corrected (second ‘p’ was left off)

page 5 para 8 line 2 – the word ‘next’ to replace the word ‘last’

page 6 para 3 line 6 – space between 3rd & and

also please add footnote that a board advisory committee was brought up several times at the last meeting

Note from Yeomans – please put page numbers on minutes

Director Yanez motions to accept the Minutes from the October 21, 2009 as corrected. Seconded by Director Sipila.

Public comments on non-agenda items:

Public comment

non agenda items – Eileen wolfe would like to invite the board members to walk thru the women’s locker room to inspect the work being done on the floors. it is disgusting. Epoxy modification on floor near women’s.Skins from pool area. still standing water. not acceptable of this place. greg forwarded complaints to Gerard. yeomans will check with Gerard on Monday. Tessie comments that the tiles in showers are not replaced. Greg to forward to Gerard.

Eileen Wolfe thanks board for work they have been doing. Yeomans thanks her for that.

correspondence

None – Yeomans will bring one to next week’s meeting.

Consent calendar

no items

info & discussion

7.1 FB/CV Starr Management Structure

Yeomans -Irwin’s last day. working from home, need for someone daily is great. candidate declined. need temporary administrator. very important goal to get that in place. temporary is a team effort. Kathie Ittel is valuable part of the team. already been connecting with most people involved. Discussion regarding what ‘we’ want in an interim director. Yanez asks would they be performing ‘regular’ director jobs or would need special job description. Yeomans – different priorities but same tasks. community, board priorities need to be clear. sound financial footing, effective marketing top. also MUSD lease, golf course, south coast also very important. Yanez, how involved will the interm be in the long term. Yeomans – 6-9 months process in getting new administrator.

Rodriguez- how can community best help the board in this time of need. Yeomans – re-framing the committee work. ongoing committees which need shifting to involve community & staff to utilize talents & expertise. one board member should be on each committee. effective way to use help being offered. administrative advisory group for board. many many needs, using committee structure makes sense.

Krebs asks – 6-9 month interim. yeomans- in my mind, yes. given the economy, there are more candidates with high skill sets. perhaps faster, but prepare for 9 months. not offering payscale that is attractive. krebs – beautiful facility will hopefully attract. We need interim SOON. Yeomans- anyone

considered should be asked, not in a public meeting. need certain skill set. Yeomans- quotes his skill set.

King offered suggestion in splitting the the role, grant writing vs. ED. she also offers her services. Yeomans- we have existing, albeit neglected, fundraising system. endowment needed.

Mc Colley – grant writer and ED not necessarily same person. need someone soon. use current staff and deligated. need leadership. Yeomans- currently directing staff. managers are coming to yeomans directly. very temporary. not a solution.

Weg- development director and ED needed. running the district vs future needs. bigger job than simply grant writing.

Mc Colley- has to get our house in order. policies and procedures need updating. staff needs direction. sipila agrees that that is priority.

Greg – overview of policies & procedures. staff put it together. need to put in what we have learned. see attached. work in progress. would like to move on it very soon.

Glusker asked if community involvement is desired. and could copies be made. Mc Colley will be on committee. meet with key staff this coming week. Approval at next board meeting. Weg asks if Ittel would be helpful with this. dunsing- kid drop off should be publicized more.

Krebs- wants to know board meeting for next week. (Special board meetings) Friday, Nov 6th 9am. skipped to **item 7.3**, nov 13th fri, weds 18th regular meeting at 530pm. Motion Krebs, 2nd Mc Colley.

Can policies & procedures committee meet Wednesday, November 4th at 9am CV Starr. public welcome.

Mc Colley – limited time, don't want to rush it but need soon... as soon as possible but within reason. Yanez- what is next step. Yeomans – identify characteristics, brainstorm. city administration wants to help with recruitment, etc. also will help with candidate ideas, use as a resource. King- asking about limited opportunities to discuss as a board. 2 members can meet with any candidate. Yeomans comments that the candidate needs to want us as well. Yanez- pick community brain, previous staff then to person, then ask for letter of interest. Jackson suggests letter of interest to be dealt with as communication item. previously suggested person is not as interested as lead to believe. Wolfe asks if the letter of interest can be discussed at public meeting vs. personnel matter. Jackson says 'letter of interest' is limited. not details which are personnel matters. King – asks if Charlie Boise is not interested. Yeomans- he is not interested in administrator. he will do anything to help us. Rodriguez reminds board that there was a group willing to help temporarily. would board be willing to utilize that. Yeomans – advisory group is welcome but board would like to pick, not have it handed to them. Glusker- Charlie Boise's name was included because he was willing to serve as a coordinator of experienced staff members. Yeomans says message was twisted, unintentionally. Glusker – grey zone with what the role would be. Boise willing to coordinate, but not do day to day. day to day left to team of leaders. mc colley – key decisions very difficult by committee. we need leadership. glusker comments that the team could appoint a leader. Ken Susman – has a person in mind and how could he put that forward. Send to Yeomans.

Yeomans – to be clear. advisory group great. day to day operations can't be done by group. team administrating is chaos. board can't manage volunteer committee. in unmanageable. Krebs – interim using team to help would be great. expanding work of committees is best way to use talents of community. Kathie Ittel- board needs to identify critical issues, and then reach out to community for help. identify, prioritize, then assign. time to move forward. Rodriguez – board chooses interim and then the volunteer group would be utilized.

7.2 -

spending controls. Yeomans - idea not actual document. we need to start discussing. requests need to go thru Vivian and then the board. no one can order anything without Vivian and then board, includes office supplies. Rodseth asks if her programs are included in that. Supply money from Kudos is earmarked, but has it been lost. everyone needs to understand cash flow crisis. Dunsing comments that she has a program happening. Yeomans says apply for it. make sure it goes thru Vivian. use in place requisition process in place. Greg asks about Braggadoon outstanding invoice, and Advent furniture. have signed purchase orders with these two, we have made by commitments. ittel asks if we know all of the outstanding commitments. michelle says she will get info to board.

7.4-

amount from \$350 to \$400. after okayed then she will take to theater company. will have to be revisited prior to june. peg says once the long term lease is done we can revisit this one. krebs motions, yanez 2nd, Jackson would like to change the language of the lease. Jackson giving peg a copy of his version. yeomans – 20% of that room. could there be a different use. peg says we use during the day. and theater group is very generous and flexible with their use in terms of sharing. peg recommends continuing the lease. passed as corrected by legal council.

10.8 –

MUSD meeting nov 3rd at K-8 school multipurpose room... 5p-7p. please come and show support. 7-11 committee report hoping to be accepted. discussion about long term arrangement with MSUD. packet was given to the super last Tuesday. documents are public information. no action needed

reports –

none

discussion/action

10.7 jackson reports 1A recapturing property tax revenue (8% with-held). district would sell its right to recoup to an entity in trade to recouping earlier (jan 2010 & may 2010). we lose 2% interest. zero cost to district other than staff time. estimated total \$35,000 approx. city of fb is doing this. jackson recommends going ahead with it. yeomans will follow up.

resolution 2009-02

yanez motions , sipila 2nds.

10.6

jackson's concerns regarding insurance language. our insurance is the main insurance and exceeds necessary limits. krebs – is it clear in this document who is constructing the facility. we understand that they are building, we are providing the site. yeomans believes this is covered in section 5. jackson comments that we are paying \$1000/month and site. king comments that we also pay for maintenance. krebs- skate park does fall under our scope. his concern is that our staff & maintenance people will be overwhelmed trying to keep the park clean in addition to maintaining the CV Starr facility. yeomans comments that it was discussed. our maintenance people are here. the city will be taking on maintenance, we only open the gates and take out trash. king asks if the city pays for garbage receptacle. yeomans – once we agreed it is on our site, it is covered under our insurance. it is OUR skate park. there is no half way doing that. beth pine – reminds staff to include skate park in policies and procedures. yeomans agrees. mc colley – has concerns that this is a big service we are providing and worries that over time we will have it 'dumped in our lap'. yanez asks if they would compensate us. sipila agrees that it is not simply emptying trash cans. advisory group has said they will run it. it is on our property, we insure it but users are supposed to be keeping it clean or it will close. yeomans reminds us that this is a community skate park, the city and us are both working toward getting it done. pine suggests it be considered similar to the dog park. sipila agrees. krebs comments that the police will be policing it, not us. krebs will volunteer to pick up trash in future. yeomans understands some of the reticence. king comments that there is vagueness. jackson agrees whole heartedly, he is concerned about language. he is concerned about the future. yeomans says again that this document is holding up the funding source. jackson comments that there is an escape clause. jackson also adds that we are responsible for utilities, to cover lighting.

krebs moves for acceptance, 2nd yanez. mc colley notes there will be a lot of happy people. yeomans comments that the city is not our enemy. passed.

8.0

aquathon. need swimmers and need donations for silent auction.

10.1

financial statements for sept 2009. yeomans would like a finance committee meeting to digest this information, including Kathie Ittel. need to learn to fit finances into budget. right now they are two different formats. pine has question on financials. there is no subtotal. ittel comments that the board should figure out what format they want and move to that. jerry Thomas (?) suggests that making financials need to be in order with the budget. must be in place at next finance committee meeting, goal for next week's meeting. beth is a valuable asset to be welcomed to the table and yeomans asks for her procedure expertise. wednesday morning meeting 11am. jerry Thomas is welcome to the table to help.

10.2

mou-kudos

motion krebs as changed, yanez 2nd, passed

10.3

action coach agreement

Jerry Thomas – 1) sees the need for kathie’s involvement. 2) we have kathie’s agreement but the board has not come up with a ‘standards of accountability’ for what is expected of Kathie. 3) Don’t know how this will work without an Administrator. The DA is responsible for implementation of the changes. The new DA should be involved in the process, at least the interim.

King agrees that the new or interim DA is going to need involvement.

Yeomans agrees that this is a very difficult situation.

Ittel says again she works under an agreement which can be ended by either party at any point. The organization needs to move forward regardless of the person who is chosen to take the lead. We can’t just stop until we find such a person. Part of her goal is to figure out what the role of the DA is, which is also very useful. KPI – Key performance indicators. board needs to establish the vision for this organization.

beth pine notes we are having the people we contract with write the contracts, whereas she sees the district should be writing the contracts with whoever we are contracting with.... consultants, etc.

Kathie says the board needs to sit down with her right away. There will be a meeting at 3pm with the board and Kathie to continue the agenda item **10.3**.

10.4

facilitated board retreat, to have working meetings outside scheduled board meetings. scheduling one will be discussed during the 3pm meeting. board members have to make some tough choices and consensus management won’t work for some of these choices. **10.4** will carry over to 3pm meeting.

10.5

budget. motion yanez with the stipulation that it be reviewed and changed as needed, 2nd krebs. king asks if the raises will be retroactive and changes in job status will happen. yeomans states cash flow crisis is dictating some of those choices. beth says the budget is a guideline and approving the budget does not approve the retroactive raises or changes in job status. yeomans thinks the board approved the salary changes in august. he will investigate that. king points out that many staff believe that approving the budget doesn’t mean everyone gets their raises. note on approval – guideline, salary raises, etc. pending finance committee meeting. passed

capital budget – yeomans says he did his best with this.

piners brings up the audit not being approved yet, although it has been submitted. needs to be on finance committee agenda for next week.

mc colley motion to approve capital budget – yanez 2nd, passed with same note on approval...

11.0

finance –

audit

sept financials

reconcile current financial structure with budget

Mendocino budget discussion

BOARD –

closed session for personnel, contract review 8:30am

formalize CV starr operational procedures

Calendar for meeting adjourned until 3pm (11:55am)

Returned from break and met with Kathie Ittel to formalize her contract. Bob Krebs motioned to accept and Jon McColley second. Passed 5-0.

Topics of discussion with Kathie Ittel:

1. Special Meetings
2. Memo that stops all spending
3. Define temporary and permanent Management Structure
4. Accounting Software discussion
5. Rules and Boundaries around Finance
6. 3 Districts that mirror us