



Mendocino Coast Recreation and Park District  
Special Board Meeting  
C.V. Starr Community Center  
300 S. Lincoln Street, Fort Bragg, CA 95437  
Friday, November 13, 2009 – 11AM

The meeting began at 11:07AM with the following items discussed:

1.0 Call to Order

- Roll call: Sipila, Krebs, McColley, Yanez, Yeomans – all present

2.0 Approval and Adoption of Agenda

- Yeomans motioned to approve, Sipila second the motion, all-in-favor 2-0.

3.0 Approval and Adoption of Minutes

- Strike McColley from role call, Carly Sipila's name spelled incorrectly.
- Sipila motioned to approve with correction noted, Yeomans second the motion, all in favor 2-0.

4.0 Public Participation

- No public participation.

5.0 Correspondence, Written and Oral

- No action

6.0 Consent Calendar

- No action

7.0 Discussion / Action

## 7.1 Discussion / Action

- No discussion.

## 8.0 Approval of Facilitated Board Retreat

- Itell discussed the process of facilitating goals and objectives of the C.V. Starr Community Center. Need to identify “where we want to go” and “how” we achieve this success.
- Yeomans suggested setting a date to implement retreat. Optional dates considered.
- Finance Meeting and Special Board Meetings moved to Mondays at 10-11:30AM and 11:30-1PM, respectively, beginning November 30<sup>th</sup>.
- No Special Board meeting on December 14.
- McColley identified off site location options for December 4<sup>th</sup>. Five hours needed. Harbor light location preferred.

## 9.0 Resolution Defining Board Rules

- Tabled until next week.

## 10.0 C.V. Starr Construction Report

- Yeomans suggested Fallon’s willingness and effectiveness in this role.
- Desire to set a date for construction completion and roof repairs. Fallon to report back on status of roof completion.
- Status of solar installation and dog park completion identified.

## 11.0 Kathie Itell – Action Coach Report

- Delegation of responsibilities, board retreat, working financial reports and cash flow.

## 12.0 Cesar Yanez – Reporting for the Marketing Committee

- Proposed vision statement read and discussed...
- Itell suggested the District identify a mission statement and the marketing committee do the same.
- Mission statements should include objectives and role of the organization and the marketing committee in separate statements.
- Implementation of short and long term goals discussed.
- Free services recommended for prioritizing. Cost services have limitations.
- King discussed Tile Art program.
- Structure of marketing committee addressing policies and procedure for long term success.
- Need to address policies for facility reservations via a one page written report addressed to the board.
- Itell indicated general policies and structure of operational policies needed.

## 13.0 Recommendations from Personnel Task Force

- McColley identified hospital cleaning supply representative to discuss product use on Thursday. Time to be determined. Fallon request Keith and Fallon be included.
- Outsourcing janitorial services to be considered.
- Delegating 1-person to clean and perform custodial functions needed to be implemented immediately. Yanez and Fallon to implement ASAP.

#### 14.0 Staffing Structure-Organizational Structure

- Pine's role discussed.
- Rodseth needed to be added to the organizational chart.
- Itell asked about a central person coordinating all district services. Yeomans indicated the position does not exist; however two-contact staff exists.
- Jerry indicated the amount of board attention on maintenance may need additional board support to achieve goals of maintenance and custodial duties.

#### 15.0 Approval of Audit 2008-09

- "Unqualified opinion" as the fairness of the reported financial position of the district, each major fund and the aggregate fund information of the district as of June 30, 2008.
- Yanez motioned to approve with the above language. Sipila second the motion, all in favor 5-0.

#### 16.0 Items for next agenda

- Yeomans Identify leadership qualities desired for selecting a new administrator as stated in the correspondent dated November 12, 2009.
- Discussion on selection process options for implementation.
- Itell recommends the board decide or re-evaluate the qualities desired for the new administrator first.
- Desired qualities identified include skill sets, communication skills, operational experience, personnel skills, networking and negotiating; willingness to access community needs, budget experience, minimum education and experience; computer skills, profit motivated management.
- November 18 – 3PM – Closed Session – Personnel and Property Negotiation (meeting location at C.V. Starr Center, Fort Bragg.)
- November 18 – 5PM – Closed Session – Personnel (meeting location at the Mendocino Community Center, Mendocino)
- Fee structure for special events (December 16<sup>th</sup>)
- Special hours during school breaks and holidays.
- Tracking facility participation. Define what we want in order to program Filemaker to provide desired information.
- Role of volunteers
- 2009-10 Audit – cost reduction options

#### 17.0 Adjournment – meeting adjourned at 1:42 PM.