



**SPECIAL BOARD OF DIRECTORS MEETING**  
**C. V. Starr Community Center 300 S. Lincoln St**  
**Fort Bragg, CA. 95437**  
**Tuesday, May 30, 2023**  
**10:00 A.M.**

**AGENDA**

**1.0 CALL TO ORDER**

Call to order and roll call

**2.0 APPROVAL AND ADOPTION OF AGENDA**

Items to be removed from or changes to the agenda should be done at this time

**3.0 PUBLIC PARTICIPATION-NON AGENDA ITEMS**

A maximum of 3 minutes is reserved for members of the public to address the Board on items not listed on the agenda and a total time for public input on a particular issue is limited to 20 minutes (Government Code 54954.3). The Board is prohibited from discussion or taking action on matters not on the agenda, but may briefly respond or ask a question for clarification (Government Code 54954.2).

Each DISCUSSION/ACTION item consists of the following steps to be carried out by the Board Chair in the subsequent order. 1) Announces agenda item by number and states the subject. 2) Staff and advisory committee reports. 3) Receive Board questions and requests for clarification 3) Receive public comments. 4) Motion and second from the Board. 5) Moderates a discussion of the item until a final motion is ready for a vote or other disposition

**4.0 DISCUSSION/ACTION**

4.1 RESOLUTION NO. 23-02: AUTHORIZING LAYOFFS FOR MCRPD  
AFTERSCHOOL PROGRAM STAFF

**5.0 ADJOURNMENT** – Next MCRPD Special Board of Directors Meeting will be held on June 14, 2023, at 5:30pm; C. V. Starr Community Center 300 S Lincoln St Fort Bragg CA 95437. The Next MCRPD Regular Board of Directors Meeting will be held on June 21, 2023, at 5:30pm; Tentatively at the VFW Building in Point Arena CA

**NOTICE TO THE PUBLIC**

All disabled persons requesting disability related modifications for accommodations including auxiliary aids or service may make such a request to ensure full participation in a MCRPD public meeting. Such a request should be made to Carly Wells, Interim

District Administrator, 300 South Lincoln St., Fort Bragg, CA 95437.

*PLEASE NOTE:* District agendas are posted at least 24 hours in advance of Special Board of Director's meetings at the District Office, C. V. Starr Community Center, 300 South Lincoln Street, Fort Bragg, California and at [mendocoastrec.org](http://mendocoastrec.org). District agendas are emailed to individuals upon request at least 24 hours in advance of special meetings.

**AGENDA ITEM SUMMARY**

AGENDA ITEM:

4.1 Resolution 23-02: Authorizing Layoffs for CV Starr Center Staff

PREPARED BY:

Carly Wells, Interim District Administrator

ATTACHMENT(S):

- A. MCRPD Minutes Board Meeting December 21. 2022
- B. Resolution 20-02: Authorizing Layoffs for CV Starr Center Staff

EXPLANATION:

The current MOU between MCRPD and FBUSD will expire on June 30, 2023 and the MCRPD Board has elected not to renew or develop a new MOU, Accordingly, MCRPD will no longer have any involvement in FBUSD Afterschool programs, and no MCRPD employees will have any role in FBUSD Afterschool programs. This will result in the elimination of the KUDOS and ASSETS afterschool job positions and job descriptions.

ALTERNATIVES:

None

RECOMMENDED ACTION:

Staff recommends for the MCRPD Board to approve Resolution 23-02, Authorizing Layoffs for MCRPD Afterschool Program Staff known as KUDOS and ASSETS Staff

MOTION:

*(This motion language is provided only as sample language for the recommended action. It is the sole determination of the individual members of the board as to whether this language is used.)*

I **move** to approve Resolution 23-02, Authorizing Layoffs for MCRPD Afterschool Program Staff known as KUDOS and ASSETS Staff effective June 17, 2023.

Motion made by (Board Member): \_\_\_\_\_

Second made by (Board Member): \_\_\_\_\_

Discussion

Vote

Carried?

Yes  No

Unanimous  By majority

Voted against: \_\_\_\_\_

Abstained: \_\_\_\_\_



**REGULAR BOARD OF DIRECTORS MEETING**  
**Remote Meeting**  
**Wednesday, December 21, 2022**  
**5:30 P.M.**

**MINUTES**

**PLEASE TAKE NOTICE**

DUE TO THE PROVISION OF THE GOVERNORS EXECUTIVE ORDERS N-29-20 WHICH SUSPEND CERTAIN REQUIREMENTS OF THE BROWN ACT, AND THE ORDER OF THE HEALTH OFFICER OF THE COUNTY OF MENDOCINO TO SHELTER IN PLACE TO MINIMIZE THE SPREAD OF COVID-19, THE MCRPD BOARD WILL BE PARTICIPATING BY TELECONFERENCE IN THE REGULAR MAY MEETING SCHEDULED FOR DECEMBER 21, 2022.

In compliance with the Shelter -in-Place Orders of the County and State, this meeting will be closed to the public. The meeting will be accessible to the public via the following URL and sign in code.

Meeting URL:

<https://us02web.zoom.us/j/84299787635?pwd=bUIERmV2VXRiZWWhWMDhmVIZaek5mdz09>

- The meeting ID: 842 9978 7635
- Password: 271204
- People who are calling in: Audio conferencing participant will need to call (415) 762-9988 or (646) 568-7788 and follow the verbal direction.

Public Comment regarding matters on the Regular Board of Directors Meeting Agenda be made by attendees at the teleconference meeting or may be made written and sent to Carly Wells, MCRPD/CVSCC Administrative Supervisor: [cwells@mcrpd.us](mailto:cwells@mcrpd.us) at any time prior to the scheduled meeting. Written comments may also be delivered by using the USPS to 300 S Lincoln St Fort Bragg CA 95437. All comments received prior and during the meeting will be read aloud. The Board is prohibited from discussion or acting on matters not on the agenda but may briefly respond or ask a question for clarification (Government Code 54954.2).

The District appreciates your patience and willingness to protect the health and wellness of our community. If you have any questions regarding this meeting, please contact the Administrative Supervisor by phone at (707) 964-9446 Ext. 106 or by email at [cwells@mcrpd.us](mailto:cwells@mcrpd.us).

**1.0 CALL TO ORDER AND ROLL CALL**

- Meeting called to order at: 5:30pm
- Board members present: Burkey, Bushansky, Felicich, Huff
- Board members absent: Dominguez

## **2.0 APPROVAL AND ADOPTION OF AGENDA**

- The agenda was approved with the change to move item number 6.1, Expanded Learning Opportunities Program, up the agenda before Staff Reports are given.
- M/S/C: Bushansky/Huff/Unanimous
- Yeyes: All
- Absent: Dominguez

## **3.0 PUBLIC PARTICIPATION-NON AGENDA ITEMS**

- Community member, Dave Shpak, asked the board what issues MCRPD faces that prevent them from receiving state grants and if it would be possible to allocate tax money from the district towards Bower Park to make up for the lack of recreational activities provided in the South Coast. At this time, board members were prohibited from commenting.

### **6.1 Expanded Learning Opportunities Program (ELO-P)**

- Huff motioned to continue to explore the partnering possibilities of the ELO-Program. Burkey wanted to make sure that MCRPD would not become involved in the HR, employment, and academics for the ELO-Program and for MCRPD to focus on its mission statement to provide opportunities that would promote physical and mental wellbeing for everyone through active play, community enrichment, programs and events. Bushansky seconded Burkey's addition to the motion.
- Dominguez joined the meeting at 5:40pm
- Felicich agreed that the original MOU for the ELO-Program has issues but agreed with Huff that locking in any motions would be premature. Felicich also said that the board needs to take it into consideration, if MCRPD is given a chance to offer more to the community.
- Sphak commented that with previous experience working with Parks and Recreation, he would like to express that it is important to take action and create appropriate expectations before getting involved in programs that are out of the district's jurisdiction. Shpak commented that it is important for MCRPD to focus on their mission statement.
- Director of Special Programs, Carolyn Carine, urged the board to form a committee and argued that Fort Bragg is centered around community and does not operate like a large city.
- The first motion made by Huff to proceed further with exploring the possibilities of partnerships with the ELO-Program was then voted on.
- M/S/C: Huff/Felicich/Motion did not pass
- Yeyes: Felicich, Huff
- Nayas: Burkey, Bushansky, Dominguez
- As the motion did not pass, there will be no further exploration of the ELO-Program at this time. It was stated that if FBUSD brought another idea to the MCRPD it would be looked at that time. Currently there is nothing to discuss further on this topic.

#### **4.0 STAFF REPORTS:**

##### 4.1 Administration Report (Moneque Wooden)

- Wooden gave her report and commented that due to low staffing levels, the month of November was hard on management but thanked the management and staff that made running the C.V. Starr Community Center possible.

##### 4.2 Maintenance Report (Paul Kelley)

- Wooden presented the report for Kelley.

##### 4.3 Guest Services Report (Carly Wells)

- Wells gave her report.

##### 4.4 Recreation Services Report (Kimberly Ramey)

#### **5.0 OTHER REPORTS:**

##### 5.1 Friends of MCRPD

- Nothing to report.

##### 5.2 South Coast

- Nothing to report.

##### 5.3 MECCA

- Nothing to report.

##### 5.4 Mendocino Coast Botanical Gardens

- The Festival of Lights was a big success thanks to everyone that helped put it together.

##### 5.5 Personnel Committee

- Nothing to report.

##### 5.6 Regional Park Committee

- Nothing to report.

##### 5.7 District Services Committee

- Nothing to report.

##### 5.8 Finance Committee

- Finances for MCRPD were looking good for the months of July and August.

##### 5.9 Board of Directors

- Burkey reminded the board about the Brown Act and Ethics seminar training.

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## 6.0 DISCUSSION/ACTION ITEMS

### 6.2 2023 Regular MCRPD Board of Directors Meeting Schedule

- A motion was made to approve the 2023 Regular MCRPD Board of Directors Meeting Schedule as presented
- M/S/C: Bushansky/Huff/Unanimous
- Yeyes: All

### 6.3 Nomination and Election of Board Officers

- A motion was made to nominate Burkey as the Chair of the Board.
- M/S/C: Bushansky, Dominguez/Motion Passes
- Yeyes: Burkey, Bushansky, Dominguez, Felicich
- Naves: Huff
- A motion was made to nominate Bushansky as the Vice Chair of the Board.
- M/S/C: Huff/Dominguez/Unanimous
- Yeyes: All
- A motion was made to nominate Felicich as the Secretary of the Board.
- M/S/C: Huff/Burkey/Unanimous
- Yeyes: All

### 6.4 Board Member Standing Committee Assignments

- A motion was made to nominate Bushansky for the Finance Committee.
- M/S/C: Bushansky/Burkey/Unanimous
- Yeyes: All
- A motion was made to nominate Burkey for the Finance Committee.
- M/S/C: Dominguez/Bushansky/Unanimous
- Yeyes: All
- A motion was made to nominate Huff for the Personnel Committee.
- M/S/C: Bushansky/Burkey/Unanimous
- Yeyes: All
- A motion was made to nominate Felicich for the Personnel Committee.
- M/S/C: Huff/Burkey/Unanimous
- Yeyes: All
- A motion was made to nominate Dominguez for the District Services Committee.
- M/S/C: Burkey/Huff/Unanimous
- Yeyes: All
- A motion was made to nominate Huff for the District Services Committee.
- M/S/C: Huff/Bushansky/Unanimous
- Yeyes: All
- A motion was made to nominate Felicich for the Regional Park Committee.
- M/S/C: Huff/Burkey/Unanimous
- Yeyes: All
- A motion was made to nominate Bushansky for the Regional Park Committee.

- M/S/C: Burkey/Huff/Unanimous
- Yayas: All
- Wooden read all the names for all of the assignments as voted on and then Burkey moved to approve the selected candidates to serve on the above committees.
- Felicich asked if it would be possible to create a new committee. Huff said it is possible as the Regional Park Committee has been added. Felicich said she would like to create an ADHOC committee for the ELO-Program. Burkey said that she would like to see a new proposal from FBUSD for the ELO-Program before creating the committee.

#### 6.5 Board Member Committee Assignments

- A motion was made to nominate Burkey for the South Coast Committee.
- M/S/C: Burkey/Bushansky/Unanimous
- Yayas: All
- A motion was made to nominate Felicich for the MECCA Committee.
- M/S/C: Burkey/Huff/Unanimous
- Yayas: All
- A motion was made to nominate Burkey for the Botanical Gardens Committee.
- M/S/C: Dominguez/Bushansky/Unanimous
- Yayas: All
- Wooden read all the names for all of the assignments as voted on and the Board agreed that they were all correct. Burkey moved to approve the selected candidates to serve on the above committees.

#### 6.6 MCRPD Service Award Nomination

- A motion was made to accept the nomination of MCRPD volunteer, Connie Mitchell, for the MCRPD Distinguished Public Service Award.
- M/S/C: Dominguez/Bushansky/Unanimous
- Yayas: All

#### 6.7 LAFCo. Ballot Extension

- A motion was made to elect Candace Horslet as the Regular Special District Member.
- M/S/C: Burkey/Dominguez/Unanimous
- Yayas: All

### 7.0 **CONSENT CALENDAR**

All items under the consent calendar will be acted upon in one motion unless a board member requests that an individual item be taken up under DISCUSSION/ACTION

7.1 Approval of minutes for board meetings and standing committees: 11-16-2022  
Regular Board of Directors Meeting Minutes



7.2 Approval of financial documents, as recommended by the Finance Committee: MCRPD Financial Statement July 2022; MCRPD Financial Statement August 2022; MCRPD Check Register July 2022; MCRPD Check Register August 2022

7.3 This legislative body previously adopted Resolution No. 21-04, authorizing this legislative body to conduct remote “telephonic” meetings. Government Code 54953(e) (3) authorizes this legislative body to continue to conduct remote “telephonic” meetings provide that it has timely made the findings specified therein. “The Mendocino Coast Recreation and Park District Board of Directors reconsidered the circumstances of the state of emergency declared by the Governor and at least on one of the following is true: (1) The state of emergency, continues to directly impact the ability of the members of this legislative body to meet safely in person; and/or (2) State or local officials continue to impose or recommend measures to promote social distancing”. AB 361 – Brown Act – Remote Meetings During State of Emergency

- I move to approve the December 21 consent calendar as presented.
- M/S/C: Bushansky/Dominguez/Unanimous
- Y/yes: All

#### 8.0 **ADJOURNMENT**

- Meeting adjourned at: 6:32pm

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## RESOLUTION NO. 23-02

### RESOLUTION OF THE BOARD OF DIRECTORS OF THE MENDOCINO COAST RECREATION AND PARK DISTRICT AUTHORIZING LAYOFFS FOR MCRPD AFTER SCHOOL PROGRAM STAFF

**WHEREAS**, On December 21, 2022, at the MCRPD Regular Board of Director Meeting, the MCRPD Board reviewed and discussed at length the possibility of continuing partnering with Fort Bragg Unified School District (FBUSD), as it pertains to all Afterschool Programs, beyond the current MOU. After careful and considerable review of the anticipated programs, the MCRPD Board of Directors decided that it was not in the best interest of the MCRPD to move forward with all the Afterschool Programs.

**WHEREAS**: The current MOU between MCRPD and FBUSD will expire on June 30, 2023 and the MCRPD Board has elected not to renew or develop a new MOU, Accordingly, MCRPD will no longer have any involvement in FBUSD Afterschool programs, and no MCRPD employees will have any role in FBUSD Afterschool programs

**WHEREAS**: The current school year ends on June 9, 2023 and all staff is expected to finish any work required to close out the FY 2022/2023 school year by no later than June 16, 2023. Effective 12:01 am, June 17, 2023, all MCRPD positions related to Afterschool known as Kudos and Assets staff will be eliminated. This requires termination of employment with MCRPD for all employees whose positions are eliminated.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Board of Directors of the Mendocino Coast Recreation and Park District, as follows:

1. That the Interim District Administrator is authorized and directed to notify the employees listed below of the termination of their respective services by position elimination/layoffs, in accordance with MCRPD Policies.
2. That the Interim District Administrator or her designee is authorized and directed to carry out such other notification requirements as are required by federal and California law regarding benefits. As all MCRPD Afterschool employees are seasonal and part-time, there will be no need for election of continuation coverage for healthcare benefits, or payout of accrued, unused vacation wages as required by federal and/or state wage laws.
3. That the following employees must be and are hereby laid off and separated from employment with the MCRPD and their job positions eliminated, effective 12:01 am, June 17, 2023:

Amalia Escamilla Pech, ASES/ASSETS PROGRAM AIDE  
April Wood, ASES/ASSETS INSTRUCTOR  
Carol Bassler, ASES/ASSETS INSTRUCTOR  
Deborah Baron, ASES/ASSETS INSTRUCTOR  
Dolores Figueiredo, ASES/ASSETS INSTRUCTOR  
Donna Buttler, ASES/ASSETS INSTRUCTOR  
Eliana Hontou, ASES/ASSETS PROGRAM AIDE  
Elizabeth Pine, "KUDOS 4 KIDS" ASES PROGRAM COORDINATOR  
Ericka Caceres, ASES/ASSETS INSTRUCTOR  
Hanna Loomis, ASES/ASSETS PROGRAM AIDE  
Heydi Chi Naal, ASES/ASSETS PROGRAM AIDE  
Jennifer Raye, ASES/ ASSETS PROGRAM COORDINATOR  
Johnny Figueiredo, ASES/ASSETS INSTRUCTOR  
Jordan Reimer, ASES/ASSETS PROGRAM AIDE

Katherine Aldridge, ASES/ASSETS INSTRUCTOR  
Kristin Hock, ASES/ASSETS PROGRAM INSTRUCTOR  
Lizabeth Saucedo, ASES/ASSETS PROGRAM AIDE  
Lizabeth Saucedo, ASES/ASSETS PROGRAM INSTRUCTOR  
Maria Hernandez, ASES/ASSETS INSTRUCTOR  
Marshall Carr, ASES/ASSETS INSTRUCTOR  
Michela Sarti, ASES/ ASSETS PROGRAM COORDINATOR  
Michela Sarti, ASES/ASSETS INSTRUCTOR  
Pax Johnson, ASES/ASSETS PROGRAM AIDE  
Rosa Wagner, ASES/ASSETS INSTRUCTOR  
Sandra Johnson, "KUDOS 4 KIDS" SITE LEAD  
Shamari Thomas, ASES/ASSETS INSTRUCTOR  
Shelton Loomis, ASES/ASSETS PROGRAM AIDE  
Taylor Bell, ASES/ASSETS INSTRUCTOR  
Tegan Wood, ASES/ASSETS PROGRAM AIDE  
Tegan Wood, ASES/ASSETS INSTRUCTOR APPRENTICE  
Trinidad Toscano-Pelayo, ASES/ASSETS PROGRAM AIDE  
Valeria Escher, ASES/ASSETS INSTRUCTOR  
Valeria Escher, "KUDOS 4 KIDS" ASES/ ASSETS PROGRAM COORDINATOR  
Vicotoria Anaya-Franco, "KUDOS 4 KIDS" SITE LEAD  
Will Griggs, ASES/ASSETS INSTRUCTOR  
Yadria Aban, ASES/ASSETS PROGRAM AIDE  
Zoey Wasco, ASES/ASSETS PROGRAM AIDE

The above and foregoing Resolution No. 23-02 was introduced by Board Member, \_\_\_\_\_, was seconded by Board Member, \_\_\_\_\_, and passed and adopted at a special meeting of the Board of Directors of the Mendocino Coast Recreation and Park District held on May 30, 2023 by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

I hereby certify that the foregoing is a full, true, and correct copy of the Resolution passed and adopted by the Board of Directors of the Mendocino Coast Recreation and Park District at a Board Meeting thereof held on May 30 2023.

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Barbara Burkey, Chair, Board of Directors

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Kylie Felicich, Secretary of the Board