

CALWA RECREATION & PARK DISTRICT SPECIAL MEETING AGENDA

www.calwarecreation.org

NOTICE AND CALL FOR SPECIAL BOARD MEETING

DATE – Thursday January 30, 2020

TIME - 5:30 P.M.

CALWA PARK HALL– 4545 E. CHURCH AVE., FRESNO, CALIFORNIA

BOARD CHAIRPERSON

Raul Guerra, Chair

INTERIM DISTRICT ADMINISTRATOR

Veronica Luchessa

BOARD VICE CHAIR

Mary L. Rosales Vice Chair

DISTRICT COUNSEL

Hilda Cantú Montoy

BOARD MEMBERS

Jose Luis Sanchez, Board Member

Gabriela Mares, Board Member

Esmeralda Zamora, Board Member

The Calwa Recreation and Park District Board of Directors welcomes you to its meetings and encourages you to participate. This agenda contains a brief general description of each item that will be considered by the Board. All attendees are advised that pagers, cell phones, and any other communication devices should be powered off upon entering the Board meeting.

The Board may consider and act on an agenda item in any order it deems appropriate. Members of the public will have three minutes to comment on items on this agenda.

A. Call to Order and Roll Call

B. Invocation and Flag Salute

C. Approval of Agenda

D. Action Items

1. Consider and Approve Organization Chart and Job Description for the following positions: District Administrator, Administrative Assistant, Accounting/Office Manager, Program Coordinator, Maintenance Supervisor, and Maintenance Employee.
2. Consider and approve a Recruitment Process for District Administrator such as:
 - a. Review and approve Job Description

- b. Recruitment timeline
 - c. Folder with Application and Job Description
 - d. Posting Job Opening: office, website, Special Districts Association
 - e. Place Fresno Bee Ad
 - f. Other
3. Consider and adopt Resolution regarding procedures for checks, warrants, or other orders for the payment of money; authorizing persons in specified positions to act as district signatories; authorizing specified positions to pick up validated checks and blank checks stock; and directing staff to update all necessary county and bank documents.

H. ADJOURNMENT

Agenda packets and other public documents are available for inspection by the public at the District Office located at 4545 E. Church Avenue, Fresno, CA. To receive meeting agendas by email, you can ask to be added to the mailing list by calling (559) 264-6867 or send your request by email to info@calwarecreation.org.

Any writings or documents provided to a majority of the Board Members less than 72 hours before a regular meeting regarding any item on this agenda will be made available for public inspection during normal business hours, at District Office and posted on the District wall. The documents will also be made available on the District's website at www.calwarecreation.org.

NEXT REGULAR MEETING:

February 18, 2020

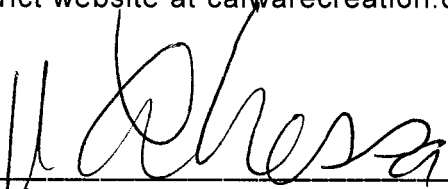
Certification of Posting

State of California

County of Fresno

Calwa Recreation and Park District

I declare under penalty of perjury that I am employed by the Calwa Recreation and Park District and that I posted this Special Meeting Agenda on the bulletin board in the Calwa Recreation District Office, on the front door window of the District Office, and on the District website at calwarecreation.org on January 29, 2020.

A handwritten signature in black ink, appearing to read "H. Chessa", written over a horizontal line.

Signature