



## CALWA RECREATION & PARK DISTRICT SPECIAL MEETING AGENDA

[www.calwarecreation.org](http://www.calwarecreation.org)

### NOTICE AND CALL FOR SPECIAL BOARD MEETING MINUTES

**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**

Meeting was called to order by Board Chair Raul Guerra. Roll call was as follows: Board Chairperson Raul Guerra was present; Board Vice Chair Mary L. Rosales was present; Board Member Jose Luis Sanchez was present; Board Member Gabriela Mares was present; Board Member Esmeralda was present.

#### **B. Invocation and Flag Salute**

Invocation was led by Board Vice Chair Mary L. Rosales and Flag Salute was led by Board Chair Raul Guerra.

#### **C. Approval of Agenda**

Agenda was approved with Motion being made by Board Vice Chair Mary L. Rosales and Seconded by Board Member Jose Luis Sanchez. 5-0 approved and 0-opposed.

## 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.

Changes to District Administrator 2017 Job description was approved with changes to at will change; moving grant functions to essential section; Board Member consensus to include college degree as preferred; changes are to be made to District Administrator job description then it is approved to be used. Direction to staff was to go over all other job descriptions and come back with a presentation for Board Members at following meeting on February 18, 2020.

2. Consider and approve a Recruitment Process for District Administrator such as:
  - a. Review and approve Job Description  
Changes as described in item D1 and then it is approved once changes are made.
  - b. Recruitment timeline  
Ad and application period to be made open for 30 days, applications and resumes are due by March 5, 2020 so that Board Members can have applications and resumes to review at March 17, 2020 Board Meeting. Application is to be sent to District Counsel to be reviewed and update background section.
  - c. Folder with Application and Job Description  
Folder is to be available in Calwa office for applications and job descriptions to hand out as well as a scanned copy so that they can be made available to potential applicants through email as well.
  - d. Posting Job Opening: office, website, Special Districts Association  
Staff was directed to post District Administration job opening at sites such as CSDA, City of Fresno Parks Dept., Fresno State, Fresno City, Fresno Pacific. Not to be placed on website such as Indeed.
  - e. Place Fresno Bee Ad  
District Administration ad is to be placed through Fresno Bee Ad once it has been sent to District Counsel to review and make any necessary changes.
  - f. Other  
None
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.

Resolution 2020-2 were Felix Ortiz former District Administrator is to be removed as authorized person for anything regarding procedures for checks, warrants, or other orders for the payment of money. Veronica Luchessa is to be added and Erica Linares is to be left on as authorized person to pick up validated checks and blank check stock, update all necessary county and bank documents. Motion was made by Jose Luis Sanchez and Seconded by Board Member Gabriela Mares. 5-0 approved and 0- opposed

## **H. ADJOURNMENT**

Meeting was adjourned at 6:17 P.M.

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](mailto: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](http://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](http://calwarecreation.org) on January \_\_\_\_\_, 2020.

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Signature