



Calwa Recreation & Park District
4545 E. Church Avenue, Fresno, CA 93725 • Phone: (559) 264-6867

Mary L. Rosales
Board Member
Chair

Raul Guerra
Board Member
Vice-Chair

Sandra Celedon
Board Member
Secretary

Paul H. Garcia
Board Member

Felicia Salcido
Board Member

District Administrator

www.calwarecreation.org

Hilda Cantu Montoy
District Counsel

SPECIAL BOARD MEETING MINUTES

Location: 4545 E. Church Avenue, Fresno, CA 93725
Date: Saturday, December 12, 2015
Time: 8:00 AM

The Calwa Recreation and Park District Board of Directors welcomes you to its meetings and encourages you to participate. This Special Board meeting has been called 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 sole business to be conducted at this meeting is as follows:

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at by Chair Rosales at 8:02 am
Directors Present: Chair Rosales, Vice-Chair Guerra, Board Member Celedon, Board Member Garcia, and Board Member Salcido were present

2. INVOCATION AND FLAG SALUTE

Board member Garcia led the invocation and the flag salute

3. Discussion, Consideration, Direction, and Action Concerning District Administration and Operations As Result of Current District Administrator Vacancy and Absence of Programs and Operations Manager:

- a. Receive Report from Board Chair regarding (i) return status of Programs and Operations Manager and (ii) contacts she has made regarding potential temporary staffing.

DISCUSSION: Chair Rosales reported the Mrs. Luchessa has been cleared to work up to 6 hours a week by her medical provider. It has been noted that Mrs. Luchessa cannot drive and that she would have to rely on her husband for transportation, specifically for making deposits. Board Member Garcia inquired to whether that would be a liability issue for the district

DIRECTION: The board will seek clarification from legal counsel on potential liability issues
DISCUSSION: that the interim candidates for the District Administer role are unavailable. Chair Rosales also reported that the Malaga County Water District is unavailable to provide assistance and that the Chair was unable to contact the Coalinga-Huron Recreation and Park District

- b. Receive Report from Board Member Celedon regarding contacts she has made with CSDA and bookkeeping services.

DISCUSSION: Board Member Celedon contacted the CSDA and the reported that they had provided a limited business directory and shared that the board can post the District Administrator position and other job announcements

c. Consider Closure Of Office Until Temporary staffing in place or until Programs and Operations Manager returns.

DISCUSSION: Board member Celedon contacted three temporary staffing agencies. Two replied; Robert Half and Command Center

d. Consider Hiring of Interim Staff and/or Appointment of Ad Hoc Board Committee (must be without pay) to Ensure Basic Administration and Operations are Handled.

Designate who will have access to computers and emails.

Define tasks to be performed such as:

- **Review of mail**
- **Answer phones**
- **Going to bank and making deposits**
- **Handling of payroll**
- **Answering questions received from phone messages**
- **Management and administration of contracts for Art Wall, Hmong New Year, and other potential bookings. This will include receipt of fees regarding contracts**

ACTION: The board agreed contact Robert Half to secure a bookkeeper at a range of \$16-18/hour and an office assistant at a range of \$10-12/hour within the following parameters:

- Each position will be assigned to work 20 hours per week
- Initial placement will be two weeks
- The bookkeeper will work from 10 am- 2 pm
- The office assistant will work from 1 pm – 5pm
- Bookkeeper will be responsible for accounts payable/receivable, payroll, deposits, and other typical bookkeeping duties
- Office assistant will be responsible for answering phones, customer service, scheduling appointments, clerical duties, and other duties as assigned

- And other tasks to be discussed at Board Meeting.

e. Consider other direction and action under the circumstances.

ACTION: The board agreed to temporarily adjust the office hours to 10 am-5 pm until further notice

ACTION: The board agreed to appoint an Ad Hoc committee to work with Robert Half and the select the temporary personnel in an expedited process

ACTION: Board Member Celedon and Vice Chair Guerra were appointed to the committee on a 3-1 vote as follows

Members of the public shall have an opportunity to be heard regarding items on this agenda.

This notice is given pursuant to CA Government Code Section 54956 and this notice shall also be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public. Please note that because of extenuating circumstances it may not be possible to post this agenda on the District's website. If it is able to be posted, please check www.calwarecreation.org

4. ADJOURNMENT

Meeting adjourned at 8:57 AM

Next Regular Meeting: Thursday, December 17, 2015, at 5:30 PM