



Calwa Recreation & Park District

4545 E. Church Avenue, Fresno, CA 93725 • Phone: (559) 264-6867

Mary L. Rosales
Board Member
Chair

Raúl Guerra
Board Member
Vice-Chair

José Luis Sánchez
Board Member

Gabriela Mares
Board Member

Esmeralda Zamora
Board Member

Vacant
District Administrator

www.calwarecreation.org

Hilda Cantú Montoy
District Counsel

MINUTES OF SPECIAL MEETING

Location: 4545 E. Church Avenue, Fresno, CA 93725
Date: Monday, July 10, 2017
Time: 5:30 PM

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 Chair. All attendees are advised that pagers, cell phones, and any other communication devices should be powered off upon entering the Board meeting.

Members of the public shall have an opportunity to speak on the agenda items and will be limited to three minutes per item. The sole business to be conducted at this meeting is as follows:

1. Call to Order

Meeting was called to order at 5:35 p.m.

2. ROLL CALL

Director present: Board Chair Rosales, Vice Chair Guerra, and Director Sanchez, Director Mares, Director Zamora walked in at 5:36 p.m.

3. INVOCATION

Chair Rosales delivered the invocation

4. FLAG SALUTE

Held

5. APPROVAL OF THE AGENDA

ACTION: Director Mares motioned to approve the agenda. Seconded by Zamora and

carried by a 5-0 vote as follows:

Chair Mares: Aye Vice Chair Guerra: Aye Director Sanchez: Aye Director Zamora

6. PUBLIC FORUM

Members of the public wishing to address the District on an item that is not on the agenda may do so now. No action will be taken by the Board this evening. But items presented may be referred to the Administrator for follow up and a report. In order to allow time for all comments, each individual is limited to three minutes, with a fifteen (15) minute maximum per group, per item, per meeting. When addressing the Board, you are requested to come forward to the speaker's microphone, state your name and address, and then proceed with your comments. All speakers are requested to wait until recognized by the Board Chairman.

A. Recruitment of District Administrator Tasks needed:

- (1) Post new Job opening, new job description and application on website
- (2) Have job applications and Job descriptions available at office in case someone comes in and asks.
- (4) pricing for Fresno bee ad in Sunday's paper two in a row.
- (5) Change job description to new one on the Calwa website

Asked office staff to look into Fresno Bee Advertisement

Board Cahir Rosales asked if all were in agreement and yes all 5 board members were in consensus.

B. Recruitment of Program & Operations Manager

(1) To proceed with Temp agency as well as that Director Mares knows of a possible candidate (Manuel), Director Mares was going to meet with him to see if he showed any interest in the position. Also discussed possibility of an interim being a good idea

(2) Offer made from former Programs and Operations Manager to assist a few hours in training office staff. Veronica would only be coming back as a temporary status. Veronica was given 20 hours a week to use as needed to come in and train office staff.

Action- approved 20 hrs. a week to Veronica for training purposes if needed.

Motioned by Director- Zamora Seconded by Director- Mares and carried by a 5-0 vote as follows

Directo Zamora: Aye Vice Chair Guerra: Aye Director Sanchez: Aye Director Mares

(3) Recruitment of Permanent Position

(a) post job opening with new job description for Programs and Operations Manager along with applications on website. Is Operations Manager to be a full-time position or a part time position job?

Director Mares motioned to keep Job description as is as permanent programs/operations includes book keeping.

(b) Have folder with job applications and job descriptions available.

(c) post Job announcements on other websites such as special district association and others on the internet.

Chair-Rosales motioned to bring back the for next meeting to decide if Operations Manager would be a Full-time position job.

Motioned by Chair Rosales Seconded by Director Guerra carried by a 3 in favor 2 in absolute

C. EDD Claim

Time sensitive form came in for employee Jennifer Duran. It was filled out due by 7-11-2017 Former DA stated that she resigned given her 2 weeks' notice.

D. AC Unit

All American Sheet Metal does not work with prevailing wages. Everything was looking good with contract but then he noticed the prevailing wages and they didn't take that into account in the estimate that was turned into Calwa Park. Ask Veronica if there were any other companies contacted. Have office staff call Contractors for quotes.

Motioned by Director Guerra and Seconded by Director Zamora 5-0 all in favor

E. AC Temporary units

4 rental units should be provided for hall rental and look into renting for 2 days to make sure we have them for the events. We should not have any other events booked for the Hall until further notice until the AC is fixed.

F. Events Scheduled at Hall

Will not rent out hall until further notice due to the AC not working.

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 at the District and on the District's website www.calwarecreation.org.

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 be added to the mailing list by calling (559) 264-6867 or sending your request by email to info@calwarecreation.org.

**Next Regular Meeting
Tuesday, July 18, 2017
6:30pm**