



AMENDED AGENDA

Regular Board of Directors Meetings are held
Third Wednesday of the Month

SPECIAL BOARD MEETING
Thursday, September 16, 2021
6:30 p.m.

2502 Country Club Drive, Cameron Park

The Board will convene into Closed Session shortly after General Business concludes.

Board Members

Eric Aiston	President
Felicity Carlson	Vice President
Sidney Bazett	Board Member
Monique Scobey	Board Member
Ellie Wooten	Board Member

CALL TO ORDER

1. Roll Call
 2. Pledge of Allegiance
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Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue is allocated 10 minutes to speak, individual comments are limited to 3 minutes except with the consent of the Board; individuals shall be allowed to speak on an item only once. Members of the audience are asked to volunteer their name before addressing the Board. The Board reserves the right to waive said rules by a majority vote.

ADOPTION OF THE AGENDA

The Board will make any necessary additions, deletions, or corrections to the Agenda and motion to adopt the Agenda.

3. Adopt the Agenda
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OPEN FORUM FOR NON-AGENDA ITEMS

Members of the public may speak on any item not on the agenda that falls within the jurisdiction of the Board of Directors.

GENERAL BUSINESS

For purposes of the Brown Act §54954.2 (a), items below provide a brief description of each item of business to be transacted or discussed. Recommendations of the staff, as shown, do not prevent the Board from taking other action.

4. **APPROVE** Amendment to the FY2021-2022 Organizational Chart to Add a Full-time Administrative Assistant II – Board Clerk/Accounting Specialist I Position
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PUBLIC COMMENT

At this time, members of the public may speak on any closed session agenda item. Closed sessions may be called as necessary for personnel, litigation, and labor relations or to meet the negotiator prior to the purchase, sale, exchange, or lease of real property. Members of the public may address the Board prior to closing the meeting.

CONVENE TO CLOSED SESSION

The Board will recess to closed session to discuss the following item(s):

- Pubic Employment Pursuant to Government Code section 54957 – General Manager Recruitment
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AGENDA

RECONVENE TO OPEN SESSION AND REPORT OUT OF CLOSED SESSION

Pursuant to Government Code §54957.1, the legislative body of any local agency shall publicly report any action taken in closed session and the vote or abstention of every member present thereon.

ADJOURNMENT

Please contact the District office at (530) 677-2231 or admin@cameronpark.org if you require public documents in alternate formats or accommodation during public meetings. For the public's information, we are taking email requests at admin@cameronpark.org for future notification of Cameron Park Community Services District meetings.

COVID Procedure Updates: Social Distancing & Mandatory Use of Masks within Cameron Park Community Services District

1. All community members and meeting attendees are required to wear a mask or face covering upon entering and remaining within the Community Center. The mask or face covering must cover the nose, mouth and chin.
 - a. The following persons are exempted from the requirement to wear a mask or face covering and will not be required to provide proof of such exemption:
 - i. Children under two years of age;
 - ii. Persons with medical conditions who cannot safely wear a mask or face covering (e.g. due to breathing difficulties, cognitive difficulties, hearing or communication difficulties);
 - iii. Persons who cannot wear or remove a mask or face covering without assistance;
 - iv. Employees who are in an area of the premise that is not designated for public access, or who are within or behind a physical barrier.
 - b. Temporary removal of the mask or face covering is permitted where necessary for the following purposes:
 - i. Actively engaging in an athletic or fitness activity including water-based activities;
 - ii. Consuming food or drink;
 - iii. For any emergency or medical purpose.
2. This policy will be implemented and enforced in “good faith” to primarily educate people on masks and face coverings and promote their use in enclosed public spaces.
 - a. Persons with exemptions listed under 1a) are not required to show proof of exemption.
 - b. Signs about the requirement to wear masks or face coverings shall be posted at all public entrances.
 - c. Persons entering or remaining without a mask or face covering will be given a verbal reminder of the policy’s masking requirement.
3. Social distancing is encouraged whenever possible. Chairs and tables will be spaced to support social-distancing.

Thank you for your cooperation and consideration. As individuals we can choose to help build a safe, healthy, and active community.



Agenda Transmittal

DATE: September 16, 2021

FROM: Jill Ritzman, General Manager

AGENDA ITEM #4: **AMENDMENT TO THE FY2021-2022 ORGANIZATIONAL CHART TO ADD A FULL-TIME ADMINISTRATIVE ASSISTANT II/ACCOUNTING SPECIALIST I POSITION**

RECOMMENDED ACTION: APPROVE

Background

Cameron Park Community Services District, along with many other small businesses and local government agencies, is struggling to fill entry level part and full-time positions.

Discussion

For employee recruitment and retention, staff is recommending combining two part-time positions into one full-time position: the Administrative Assistant II- Board Clerk and the Accounting Specialist I. Staff is hopeful that a qualified candidate can be secured with a competitive salary and benefit package.

The salary range follows the Board approved salary schedule, \$18.02 to \$24.23/hour, which is budgeted in Fiscal Year 2021-2022 Budget. The health, dental and vision benefit costs is \$11,128 (depending upon the employees selection), which is an unbudgeted item. Staff is not requesting an additional budget adjustment at this time, and is hopeful to cover the benefit costs within the District's overall budget allocation.

If an additional budget allocation is needed, staff will address during the Mid-Year Budget Adjustments.

Conclusion

Since January 2021, the District has had five people serve as the board clerk. Securing and training a new board clerk, and providing support to the Finance Office, before the new general manager begins is a high priority for staff. Staff is reviewing applications, and almost all have expressed interest in a full-time, not a part-time position. Retention of a trained board clerk is important to continue with the District's efforts for transparency.

Attachments:

4A: Amended FY2021-2022 Organizational Chart

Cameron Park Community Services District Preliminary Fiscal Year 2021-22

