

MINUTES

Special Meeting of the Board of Directors
Cameron Park Community Services District
2502 Country Club Drive, Cameron Park, California

Tuesday, June 9, 2009 at 7:00 PM



Board of Directors

VALERIE SALTZEN COZE, President

RICHARD GREEN, Vice President

Directors, DAVID JOHNSON, ALAN CLARKE, and DALE GERGER

CALL TO ORDER: The meeting was called to order by President Saltzen Coze at 7:00 p.m.

1. **PLEDGE OF ALLEGIANCE**

2. **ROLL CALL Present:** Directors: Saltzen Coze, Green, Johnson, Clarke, and Gerger.

3. **APPROVAL OF AGENDA**

Account Clerk and Co-Acting General Manager Livia Amidon requested to table item 1 until a later date.
Agenda approved with said item tabled. Ayes- RG, DJ, VC, AC, DG

DEPARTMENT MATTERS:

1. **RESOLUTION 2009-04 FINDING A SEVERE HARDSHIP:** Staff recommended this item be tabled.

Action: This item was tabled until a later date.

2. **GENERAL MANAGER HIRING DISCUSSIONS:** President Saltzen Coze asked staff why the agenda item included the phrase "discuss and evaluate general manger hiring alternatives (including outside search firm and/or internal candidate)". Staff answered that there are several options for hiring a general manager; should the board be interested in an outside search firm, they will need to provide the co-acting general managers with a specific description of what the search firm will do because there is such a wide range of services available.

President Saltzen Coze asked about the other phrase "internal candidate". Director Gerger answered that he requested that phrase be added to the agenda because he had a staff member in mind. Using a search firm is expensive and spending the money right now during the State's fiscal problem is not something he would support. Secondly, the District needs one general manager to run the District and it needs one right away. He cited multiple reasons why Parks Superintendent Paul Ryan would make a great candidate for the general manager, at least on a temporary basis until the budget is figured out and the board has time to generate a new job description for the general manager position and put the advertisement out. Legal Counsel interrupted and noted that any discussions pertaining to one individual should be generalized; he noted that nothing Director Gerger had said was violating the personnel exception, but that everyone should be careful when one person is being named. Director Clarke agreed that both co-acting general managers have been doing a great job and that he liked the idea of an internal candidate; he is not in favor of hiring a head hunter firm due to the high costs. Director Johnson also stated that the District shouldn't spend the money on executive search firms. Vice President Green stated that the other directors' idea is certainly the most prudent; he has concerns about the external forces that could come up and bite the District without having one individual with the time to embrace issues such as the relationships with the County and CSDA, etc. The current staff has done a great job and the board has the knowledge and ability to generate a duty statement for the general manager and put it into a comprehensive report. He stated that he has the experience to do it as well and it would save the District money by advertising with local entities. In the interim, he supported continuing with

the same group of individuals as co-acting general managers. President Saltzen Coze communicated that the biggest problem with a special district of our size is personal relationships. She stated that she is reluctant to promote from within given the situation that the District just got out of; she is sometimes hesitant to speak because of personal relationships within the District—it's not personal, it just needs to be eliminated. Before any further discussions continue regarding any individual, the board needs to generate a job description and qualifications. She stated that she has been surprisingly impressed with the competency of the current general managers in regards to the budget and the fiscal constraints. The board needs to review internal and seek external candidates after a job description is determined. In addition, she added, that it is outside the board's scope to sit and draft a job description because it is inefficient. She suggested assigning an ad-hoc committee and then the co-acting general managers can present a draft job description to the committee for the board to review. The board is to approve, not generate.

Director Gerger stated that he has a hard time asking a general manager to generate a job description for the general manager. It is the board's responsibility to draft the job description and to do it right now. There needs to be a general manager right away. Vice President Green agreed that the co-acting general managers should be separate from the process, especially if one of them wants to compete for the position. He stated that he also supported the idea of an ad-hoc committee. The current job description for the general manager is lacking—he presented the copy he obtained from a member of the public. Staff interrupted and indicated that the copy presented is not the CSD's job description—it may be from an old ad that was placed for the position, but it is not a CSD description. President Saltzen Coze asked staff for input. Ms. Amidon stated that staff was directed to research job descriptions for a general manager position and that task was completed.

Cameron Park resident Bill Hughes applauded the board for recognizing the great job that Parks Superintendent Paul Ryan does and is doing as co-acting general manager. He added that there is too much going on in the District and the board does not have time to train a new general manager. He suggested that the board continue moving forward and wait until possibly the beginning of the year to bring on a general manager once the job description is completed and the training of the individual is set in place.

Cameron Park resident Barbara Rogers stated that she agreed with Mr. Hughes except that it is not the District's job to train the general manager—they have to know it all. She believes in moving forward and going outside. She stated that she has told the board that there will be a fiscal crisis and everyone thought she was wrong, but here it is—there is a crisis going on. The board has to look ahead and move forward looking twenty years down the road and not focus on promoting internally. She offered any help that could be used. There are many people in the room and outside that can provide input for a job description. President Saltzen Coze agreed that the co-acting general managers should prepare a report with costs and options for the board to make an informed decision. Ms. Rogers continued that the public does not need to be a part of the generation of a job description; it should be done behind closed doors. President Saltzen Coze disagreed and stated that closed session is over used. The job description will be done in open session so the board can be transparent.

Cameron Park resident Rosemary O'Camb added that the District hasn't seen success with an outside candidate either. President Saltzen Coze agreed but added that the board needs to generate a checklist and go down it and check off the items for any candidate.

Director Gerger apologized for using the Parks Superintendent's name earlier, but he just wants to get moving to get the District back on track instead of taking months to generate a description and hire a new manager.

Cameron Park resident Barbara Rogers spoke again that the District needs someone who knows how to be a general manager. The general manager does work for the board, but they have to know how to do the job without being directed daily. She stated that she wants someone who knows the job; not just someone who is a great guy. What happens when that person cannot handle the job down the road? It's not the board's job to tell them how to do it.

Director Gerger answered that it doesn't matter personally if it is an internal or external candidate; it just needs to be done right away. He stated that he doesn't want to wait months and months to get someone on board. The District needs it now. President Saltzen Coze responded that the length of time is a different issue. The board is under an obligation to have a search and advertise the position.

The Mountain Democrat Newspaper reporter present at the meeting asked President Saltzen Coze how the job description is going to be drafted. President Saltzen Coze answered that there are options for drafting the

description but it is not the directors' job to generate one from scratch; they can modify one that has been presented to them, but not to draft one. The board can use a committee, or each director can review a sample, there are many options. Director Johnson stated that contrary to President Saltzen Coze's statement, it is the board's duty to create a job description as the five elected board members who will negotiate the general manager's contract and they are the contact for hiring. He urged the discussion be had in closed session because it seemed to be headed in the direction of salary and duties. President Saltzen Coze apologized for being so unclear. She clarified that she is trying to figure out *how* the board is going to generate the job description—she asked if there's going to be a word processor at the closed session and if Director Johnson was going to personally sit there and type the words. There are too many descriptions to sort through. Closed session was again discussed. Legal Counsel provided that closed session is typically reserved to talk about specific candidates (by name). As the District does not have an HR department to present the candidates to the board, the board has to review and sort through them themselves. It is a unique situation for the District.

Director Gerger asked what the next step is. President Saltzen Coze suggested that the board review the job description provided by co-acting general managers, approve a basic one, and meet again with director supplements—it will take days because everyone will be arguing over commas. Staff recommended that they could compile the directors' revisions to any descriptions because there is no reason for another special meeting before the board meeting next week.

Cameron Park resident Jack O'Camb encouraged the board to use another district's job description to work off of because it is easier to review than create. Cameron Park resident Barbara Rogers began to read some of the bullet points provided in another district's job description. She reiterated that every employee works for the public. She knows the history of the District and the hiring has not been done right; this time it needs to be done right—and if it is not done right, then the District will have to pay that person anyway and the salary needs to be higher than \$60 - \$70,000 a year.

Vice President Green offered that the board needs to meet again with a word processor and the screen flashed up on the projector screen. The duty statements from many other districts can be analyzed, a matrix created, posted, and discussed over several hours. There has to be a process that the board follows. President Saltzen Coze asked if the documents can be downloaded so that they don't have to be retyped. Vice President Green stated that he wants to see something professional to attract professional people. President Saltzen Coze stated that the board may not be able to meet for several hours so that will need to be discussed. Director Gerger asked if the directors can just get copies of the job descriptions to review and start there.

Cameron Park resident Bill Hughes stated that the board needs to keep one thing in mind as they prepare for the future of the District: strategic planning. President Saltzen Coze agreed that it is essential and that's why the discussion should be in open session. Legal Counsel added that anytime one employee's job description is going to directly impact another employee's, the discussion should be in closed session because it involves other personnel. He offered case law that he had available. President Saltzen Coze stated that that is nebulous. Legal Counsel went on to explain that overlap is allowed, but anytime one's duties will be taken to give to another, that should be in closed session. Director Johnson interrupted and stated that the board approved to let Legal Counsel decide if the discussion should be in open or closed session and the board is bound by that. President Saltzen Coze answered that it is subject to interpretation. Director Johnson responded that it is not open for interpretation—the board vote covers it. Secondly, while the board is working on the next general manager, the current co-acting general managers should be given the ability to hire the necessary staff for the next fiscal year. Thirdly, the board should revisit their motion and let the co-acting general managers know if they should continue with the search firm research or not.

President Saltzen Coze responded that without a report stating the options the board has, it would not be appropriate to make an uninformed decision. Director Gerger answered that since the board has already discussed the option of generating a job description by themselves, it wouldn't make sense to continue to entertain the search firm option.

Director Gerger made a motion to not use an executive search firm for the general manager position so staff doesn't have to research it based on the other motion made in the last board meeting. Director Clarke seconded it. Ayes—DG, AC, DJ Noes—VC Abstain—RG

Directors requested that Director Green explain his reason for abstaining, as required by law. Vice President Green stated that staff was directed to research head hunter firms and report back to the board. This has not been completed yet.

Director Clarke picked up where Director Johnson left off regarding the hiring of adequate staff by the co-acting general managers. He stated that he agreed that they needed their roles clarified to move forward with filling the seasonal positions as needed for the summer. President Saltzen Coze asked what this topic had to do with the agenda item. Director Clarke answered that it sounds like the board is choosing to go with an interim general manager; if that is true, then the interim general manager role needs to be defined and allowed to hire necessary staff. President Saltzen Coze stated that she had no idea what Directors Clarke and Johnson were talking about. Director Gerger offered that staff is allowed to hire their seasonal staff for summer within the current budget. Director Clarke responded that the summer goes by quickly and the District needs staff to work at the Community Center. Right now the co-acting general managers are not given the role to hire and the interim general manager will need that authority. President Saltzen Coze answered that this issue is not appropriate under this item. Secondly, if they are discussing new positions, that should wait until the general manager is hired. The current general managers are allowed to hire within their current budget so there should not be a problem. Without a report for the new positions, then the budget should not even be passed. Director Clarke suggested that the item be put on the next board meeting agenda. Director Gerger stated that the new positions will be within the new budget. Director Clarke stated that he will wait for the proposed budget then to review the item.

Director Gerger asked if there was any more discussion regarding the general manager job description. When no reply was given, he suggested the board move onto the next agenda item. Mountain Democrat reporter asked what the board was going to do with the job description. President Saltzen Coze stated that she was just waiting for a motion because she was tired of being beat up.

Vice President Green attempted to make a motion by stating: Direct staff to come up with multiple duty statements comparable and expanded communities; make those available for each director to review; in one week to come back and discuss them...Ms. Amidon interrupted that she will be going on vacation on Monday and will not be available to meet after the first of July. Director Gerger added that if the board is going to review the job descriptions next Wednesday, they should get them by Friday so there is time to review them.

Vice President Green began again: Direct staff to collect a collation of different duty statements, make them available to directors within a week—make them available for a week from today so that we can review them and have a subsequent meeting with our screen and a word processor to collate and finalize a duty statement for the district. Director Gerger asked at what meeting they will be discussed. Vice President Green answered that they will have to have a special meeting. President Coze restated that Vice President Green is indicating that they will have presented to them a packet; it will be reviewed, and the board will set a special meeting at that meeting wherein they will sit together and finalize. The process will be that staff procures the descriptions, presents them at the next board meeting, then the board will review it for 5-7 days, then a special meeting will be set next meeting where the board will meet with the intent to actually draft and finalize a duty statement for the general manager position.

Mountain Democrat reporter asked if it will be in open session. Legal Counsel answered that there will be an open session portion for general discussion.

Vice President Green summarized that in one week the board will have conditional duty statements that will be given to the board at the next board meeting; the board will have one week to review them and then they will set a special meeting to draft and finalize our general manager duty description. President Saltzen Coze seconded that motion. Ayes—**RG, VC, AC, DJ, DG**

Mountain Democrat reporter asked for the motion to be repeated. President Saltzen Coze answered that the motion was to direct staff to procure various general manager duty statements from similar districts and/or organizations and then have those reports available for directors by the next generally scheduled board meeting wherein directors will then review the documents, the descriptions, and then a special meeting will be calendared at the next regular board meeting to then draft and finalize a District general manager duty statement.

CLOSED SESSION: The Board adjourned to Closed Session at 8:25 pm to discuss the following item:

1. **PURSUANT TO GOVERNMENT CODE §54957:** Closed session under California Government Code §54957, Discussion of personnel matter. Evaluation of hiring outside new candidate verses internal candidate, Job Description, Benefits and Salary.

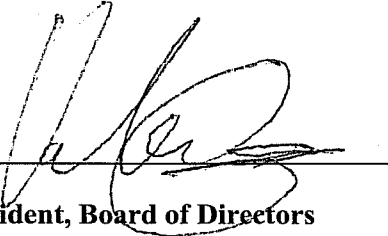
BOARD RECONVENED TO OPEN SESSION AT 8:35 PM AND REPORTED OUT OF CLOSED SESSION:

Item 1: No motions were made; no action was taken.

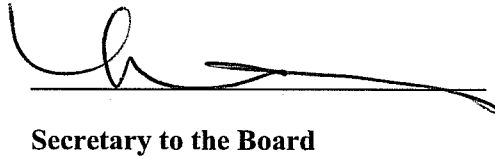
ADJOURNMENT: Meeting adjourned at 8:35 pm – **Approved.** Ayes—DG, RG, VC, AC, DJ

Attest:

June 17, 2009



President, Board of Directors



Secretary to the Board