

## **POLICY COMMITTEE**

### **REGULAR MEETING**

Thursday, November 30, 2023 - 3:00 PM  
1000 Main Street Cambria, CA 93428

### **MINUTES**

#### **1. OPENING**

##### **A. CALL TO ORDER. (0:08)**

Committee Chair Scott called the meeting to order at 3:00 p.m.

##### **B. ESTABLISH QUORUM**

A quorum was established. (0:03)

Committee members present: Committee Chair Debra Scott, Vice Chair Gordon Heinrichs, Ted Key, James Townsend and Secretary Donn Howell. (Member Claudia Harmon-Worthen joined the meeting at 3:12)

Staff members present: Confidential Administrative Assistant Haley Dodson and Administrative Department Manager Denise Fritz; General Manager Matthew McElhenie attended via Zoom.

##### **C. AD HOC SUBCOMMITTEE REPORT (0:04)**

There were no ad hoc subcommittee reports at this time.

##### **D. CHAIRMAN'S REPORT (1:05)**

Committee Chair Scott asked the members if they had reviewed the Zone Haven presentation at the CCSD Board's November 9 meeting. All members present said they had reviewed the presentation.

Chair Scott said that she had consulted with Board President Dean and CCSD Counsel Carmel regarding a policy on the role of the General Manager. They said that this matter is covered by Government Code 61051 as is not therefore under the purview of this committee. Some discussion followed in which question was raised as to whether it might be appropriate to the Committee to expand on what is covered by the Code. Chair Scott stated she would investigate this matter and report back at our next meeting.

Chair Scott reported that the policies discussed at our September 28 meeting -- namely adoption of Policy 1040.2 Regarding Response to Correspondence to the Board, Policy 3230 CCSD Operating Principles Policy, and Policy 1045 Legal Counsel and Auditor Policy and the Elimination of Policy B-02-2018 -- will be on the CCSD Board's agenda for its December 14 meeting.

E. COMMITTEE MEMBER COMMUNICATIONS (7:38)

There were no committee member communications at this time.

2. PUBLIC COMMENT (8:08)

Public Comment: There was none.

3. CONSENT AGENDA (8:43)

A. Consideration to Approve the September 28, 2023 Regular Meeting Minutes

Call for Public Comment (10:17). There was none.

**Motion:** to approve the meeting minutes as written (10:27)

Motion by: Key

Second by: Heinrichs

**Motion unanimously passed: Ayes – 3; Nays – 0; Abstain – 1; Chair not voting.** (10:32)

4. REGULAR BUSINESS

A. Review and Discussion of Draft CCSD Policy 2135: Purchasing. (11:02)

Chair Scott advised the Committee that the District's current Purchasing Policy is being reviewed by Staff. They will produce a red-line version that the Committee can discuss at our next meeting.

Call for public comment. (26:21). There was none.

**The Committee reached consensus** (27:25)

that, in preparation for our next meeting, members would submit their comments on the existing policy to Ms. Fritz and Ms. Dodson via email with 'cc' to Chair Scott to aid in their review. As part of the review Chair Scott asked that the Committee be advised if parts of this policy should be in a different policy or policies.

B. Review and Discussion of Draft CSDA Policy 3142 Whistleblowing Policy (47:43)

**The Committee reached consensus** (50:22)

that this item be postponed until the current rewrite of the District Personnel Policies and Procedures and Rules is finished (most likely in Spring 2024) and brought before the Board. The Committee will then be in a position consider whether to recommend additional policies regarding Board members and volunteers (e.g. standing committee members).

C. Review and Discussion of the CCSD Internet and Email Policy and CSDA Policy 3300 Internet, Email and Electronic Communications Policy. (50:25)

**The Committee reached consensus** (1:09:52)

that this item be postponed until Staff has had an opportunity to look at the CCSD District policies for internet and email and social media use, compare them to the CSDA policy and provide us with red-line versions that we can then review.

Call for public comment (1:11:43). There was none.

D. Discussion and Consideration of 2024 Policy Committee Meeting Dates.  
(1:12:12)

**Motion:** to accept the proposed dates for the Policy Committee meetings in 2024 with the exception that there be no meeting in November and that the December meeting be on December 5. (1:18:35)

Motion by: Harmon-Worthen

Second by: Townsend

**Motion unanimously passed: Ayes – 5; Nays – 0; Chair not voting.**  
(1:19:43)

5. **FUTURE AGENDA ITEMS** (1:12:12)

Committee Chair Scott asked for any future agenda items.

Nothing was brought forward other than items previously mentioned -- namely continuing review of internet, email & social media policies; possible expansion on the role of the GM; and consideration of the need for a legislative advocacy policy.

Call for public comment (1:22:56). There was none.

6. **ADJOURN** (1:23:10)

Committee Chair Scott adjourned the meeting at 4:25 p.m.