



Midpeninsula Regional  
Open Space District

**MIDPENINSULA REGIONAL OPEN SPACE DISTRICT**  
**LEGISLATIVE, FUNDING, AND PUBLIC AFFAIRS COMMITTEE**

Administrative Office  
5050 El Camino Real  
Los Altos, CA 94022

**Tuesday, May 20, 2025**

*The Board of Directors conducted this meeting in accordance with  
California Government Code section 54953.*

**DRAFT MINUTES**

**CALL TO ORDER**

Committee Chair Gleason called the meeting of the Legislative, Funding, and Public Affairs Committee to order at 2:01 p.m.

**ROLL CALL**

Members present: Craig Gleason, Karen Holman, and Margaret MacNiven

Members absent: None

Staff present: General Manager Ana Ruiz, Assistant General Counsel Egan Hill, Assistant General Manager Susanna Chan, Assistant General Manager Brian Malone, District Clerk/Assistant to the General Manager Maria Soria, Executive Assistant/Deputy District Clerk Stephanie Gross, Human Resources Manager Candice Basnight, and Human Resources Supervisor Rebecca Wolfe

Chair Gleason announced that the public has the opportunity to comment on the agenda, and the opportunity to listen to this meeting through the internet or via telephone. This information can be found on the meeting agenda, which was physically posted at the District's Administrative Office, and on the District website.

**ADOPTION OF AGENDA**

**Motion:** Director Holman moved, and Director MacNiven seconded the motion to adopt the agenda.

**ROLL CALL VOTE: 3-0-0**

**ORAL COMMUNICATIONS**

Public comment opened at 2:01 p.m.

Deputy District Clerk Stephanie Gross reported there were no public speakers for this item.

Public comment closed at 2:01 p.m.

**COMMITTEE BUSINESS**

**1. Approve the April 22, 2025 Legislative, Funding, and Public Affairs Committee Meeting Minutes**

Public comment opened at 2:02 p.m.

Ms. Gross reported there were no public speakers for this item.

Public comment closed at 2:02 p.m.

**Motion:** Director MacNiven moved, and Director Gleason seconded the motion to approve the April 22, 2025 Legislative, Funding, and Public Affairs committee meeting minutes.

**ROLL CALL VOTE: 2-0-1 (Director Holman Abstained)**

**2. Proposed Amendments to the Personnel Policies and Procedures Manual (R-25-67)**

Human Resources Manager Candice Basnight and Human Resources Supervisor Rebecca Wolfe presented.

Director Holman referred to the Exit Interview section 4.15 of the Personnel Policies & Procedures Manual (PP&P) and asked if it was typical of a manual as this to include the type of information being sought during an exit interview.

Ms. Basnight detailed the District procedures for staff departures, including the voluntary exit interview and the process of working with Human Resources.

Director Holman inquired if the exit interview data is collected and if so, what happens to that data.

Ms. Basnight stated that the voluntary exit interview data is collected, and the information is kept in a confidential file and shared with the general manager. The PP&P is also reviewed to determine if there are any appropriate adjustments that can be made based on the feedback for the employee. In addition, Human Resources also tracks the reasons why an employee departs the District to obtain statistics.

Director Holman inquired if any guidance should be added to the PP&P on the exit interview section to learn what might be garnered to help the organization.

Ms. Wolfe stated that it is not necessary to put that level of detail into the PP&P as it may restrict staff from modifying the exit interview process, going deeper into questions, or asking follow-up questions. Furthermore, the PP&P is a general overarching statement about the process.

Director Holman noted that she is not suggesting adding specific questions, but rather that she does not see reference in the PP&P indicating how the exit interview process provides information on why an employee is leaving the District.

Ms. Basnight stated the details of the exit interview are not detailed in the PP&P and a separate document is provided to the employee at which time the exit interview process is reviewed and explained. She stated that the process could be documented in an administrative policy but not necessarily in an overarching document as the PP&P.

Director Holman commented that there appear to be other areas of the PP&P with greater detail as compared to the exit interview section. She expressed that at least her concerns were heard by staff.

Public comment opened at 2:39 p.m.

Ms. Gross reported there were no public speakers for this item.

Public comment closed at 2:39 p.m.

**Motion:** Director Holman moved, and Director MacNiven seconded the motion to forward the proposed amendments to the Personnel Policies and Procedures Manual to the full Board of Directors for consideration and approval and recommend that the Board of Directors repeal the existing Board-Approved Substance Abuse Policy, and in its place Authorize the General Manager to revise, enact, and administer an Administrative Policy on Substance Abuse in the Workplace to allow for ease of updating for compliance based on state and federal regulatory updates over time.

**ROLL CALL VOTE: 3-0-0**

### **ADJOURNMENT**

Chair Gleason adjourned the meeting of the Legislative, Funding, and Public Affairs Committee at 2:40 p.m.

Stephanie Gross  
Deputy District Clerk

Maria Soria  
District Clerk