



Midpeninsula Regional
Open Space District

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

Administrative Office
330 Distel Circle
Los Altos, CA 94022

Tuesday, December 20, 2016

DRAFT MINUTES

CALL TO ORDER

Director Cyr called the meeting of the Legislative, Funding, and Public Affairs Committee to order at 2:00 p.m.

ROLL CALL

Members present Jed Cyr, Nonette Hanko, and Curt Riffle

Members absent: None

Staff present: Chief Financial Officer/Director of Administrative Services Stefan Jaskulak, General Counsel Sheryl Schaffner, Human Resources Supervisor Candice Basnight, District Clerk/Assistant to the General Manager Jennifer Woodworth

ORAL COMMUNICATIONS

No speakers present.

ADOPTION OF AGENDA

Motion: Director Riffle moved and Director Hanko seconded to adopt the agenda.

VOTE: 3-0-0

COMMITTEE BUSINESS

1. Approve the November 15, 2016 Legislative, Funding, & Public Affairs Committee Meeting Minutes.

Motion: Director Riffle moved, and Director Hanco seconded the motion to approve the November 15, 2016 Legislative, Funding, and Public Affairs committee meeting minutes.

VOTE: 3-0-0

2. Approval of Amendments to the Personnel Policies and Procedures Manual (R-16-158)

Candice Basnight, Human Resources Supervisor, provided the staff report, including the purpose of the Personnel Policies and Procedures Manual (P&P Manual), Administrative Policy Manual, and the process for revising the P&P Manual. Ms. Basnight provided an overview of the recommended revisions in five categories: general cleanup, changes related to the Memorandum of Understanding, clarifications, comport with new law, and CalPERS recommendations.

Director Hanco suggested including language stating that it does not apply to Board members.

General Counsel Sheryl Schaffner explained Board members are employees for tax purposes, and state statute clarifies regulations governing Board members. Ms. Schaffner stated the District can operate under the presumption the P&P Manual does not apply to Board members except where stated.

Director Riffle suggested making the redlined version available to all Board members prior to the Board's review of the document.

Director Riffle requested additional information related to the District's employee handbook.

Management Analyst Pamela Mullen explained the P&P Manual is provided to every new District employee who is asked to review it.

Director Riffle suggested inclusion of language to prevent workplace bullying.

Assistant General Counsel Hilary Stevenson explained based on advice of outside counsel to address anti-bullying and harassment prevention in the District's bi-annual training for all managers and supervisors. Additionally, outside counsel advised against including language directly defining workplace bullying due to unclear terms used to describe the problem.

Director Riffle suggested emphasizing this issue at an upcoming harassment prevention training.

Director Riffle asked if there was a controlled substance policy at the District.

Ms. Mullen explained the District has a substance abuse administrative policy, which is provided to new employees as part of their orientation.

Directors Riffle and Hanco suggested referencing the substance abuse policy in the P&P Manual.

Director Riffle suggested reviewing the P&P Manual every two to three years.

Ms. Basnight explained the District is actively reviewing and updating policies and plans to update the P&P Manual at least every three years in conjunction with adoption of the Memorandum of Understanding with the Field Employees Association.

Director Riffle stated he feels it is important for non-represented staff to feel they have had opportunities to provide feedback on the P&P Manual. Additionally, he suggested staff provide information during union negotiations of what will apply to represented and non-represented employee groups. Also if there are non-represented policies that do not apply to represented employees, they should be spelled out. Finally, policies that apply or do not apply to Board members should be explained.

Public comment opened at 3:04 p.m.

No speakers present.

Public comment closed at 3:04 p.m.

Motion: Director Hanko moved, and Director Riffle seconded the motion to recommend approval of the proposed amendments to the Personnel Policies and Procedures Manual after incorporating the Committee's input to the Board of Directors.

Review and discuss proposed amendments to the Personnel Policies and Procedures Manual, which is intended to supersede the Board's previous version adopted in 2007 and amended in 2009. Recommend approval to the Board of Directors after incorporating the Committee's input.

VOTE: 3-0-0

ADJOURNMENT

Director Cyr adjourned the meeting of the Legislative, Funding, and Public Affairs Committee at 3:06 p.m.

Jennifer Woodworth, MMC
District Clerk