



DATE: 7/29/2020
TO: Board of Directors
FROM: Kristi Sweeney, Assistant District Manager
SUBJECT: Personnel Committee Report

Attendance:

Committee Members: Julie Van Roekel Committee Chair; and Mary Bellefeuille, Member
PRPD Staff: Dan Efseaff, District Manager; Kristi Sweeney, Assistant District Manager

The meeting convened at 4:45 pm.

The Committee will meet to:

1. Review revisions to Job Descriptions (Park Maintenance I, II, and III) for BOD consideration and possible approval.

Staff presented an updated draft copy of the revised Park Maintenance I, II, and III job description to Committee members based on feedback received from Committee in the previous meeting. The Committee provided additional direction to staff and suggested several formatting revisions. Staff will bring a revised copy of the Maintenance job description back to the Personnel Committee next month.

2. Review and potential revisions to Personnel Rule Section 20 Paid Time Off (PTO).

Staff presented current Personnel Rules manual related to Paid Time Off for vacation and Sick Leave. Committee provided direction to staff to begin modifying the document to simplify, streamline, and update.

The meeting moved to closed session at 5:25 pm.

CLOSED SESSION:

3. Government Code Section 54957, Employment Review, Evaluation, and Consideration of Employment Agreement Amendment – District Manager.

The meeting exited closed session at 7:37.

REPORT ON CLOSED SESSION:

The Committee provided direction to District Manager and will present to the full Board at the August 12, 2020 regular Board of Directors meeting.

The meeting adjourned at 7:38 pm.

https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_Committee.Personnel/PC.2020.0707/PC.Staff.Report.2020.0707.docx
8/3/2020