

## MINUTES

**The meeting was called to order at 7:40 p.m.**

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### **1. Roll Call- Closed Session**

The meeting was called to order by the Board President, Mike Etchart at 7:40 pm via teleconference.

**Present:** Board President, Mike Etchart; Board Directors, James Kentosh, Mike Krumpschmidt and Larry Harrold. Staff Present: Attorney, Lindsay Nielson.

**Absent:** None.

### **2. Approval of Minutes:**No minutes.

### **3. Public Comment:** No public.

**\*\* The Board went into closed session at 7:41 p.m. \*\***

### **4. Closed Session:** The Board of Directors held a closed session to discuss personnel matters or litigation, pursuant to the attorney/client privilege, as authorized by Government Code Sections 54957 & 54956.8, 54956.9 and 54957.

- Conference with Legal Counsel – Personnel 54957 (b)(4) G.M. Review

**\*\* The Board adjourned closed session at 8:50 pm. \*\***

Attorney Nielson stated that in closed session, the board discussed personnel matters and the Board is considering creating a new position, Board Secretary.

### **5. Open Session:**

Attorney Nielson stated that in closed session, the board discussed personnel matters and the Board is considering creating a new position, Board Secretary. The Board is prepared to make motions to approve the discussed matters.

#### **1. Establish New Position, Board Secretary**

Director Krumpschmidt made the motion to establish a new position of Board Secretary, comprising of the duties outlined in the Job Description, this position reports directly to the Board and works at the pleasure of the

Board, further the Office Administrator/Accounts Payable position (Brandi) will report to the Board Secretary. Director Engle seconded the motion.

Director Krumpschmidt requested that impacted employees be notified within 24 hours of approval.

**Roll Call Vote:**

Etchart – Y Engle – Y Harrold – Y Kentosh – Y Krumpschmidt - Y  
All Ayes  
M/S/C

**2. Board Secretary Starting Salary**

Director Krumpschmidt made the motion to set the Board Secretary starting salary at \$63,000. Director Kentosh seconded the motion.

**Roll Call Vote:**

Etchart – Y Engle – Y Harrold – Y Kentosh – Y Krumpschmidt - Y  
All Ayes  
M/S/C

**3. Board Secretary Appointment**

Director Krumpschmidt made the motion to appoint Summer Ward to the position of Board Secretary. Director Engle seconded the motion.

**Roll Call Vote:**

Etchart – Y Engle – Y Harrold – Y Kentosh – Y Krumpschmidt - Y  
All Ayes  
M/S/C

**4. Employee Manual & Related Documents**

Director Kentosh made the motion to request Director Krumpschmidt to work with the Board Secretary to review the Employee Manual and related documents for necessary updates based on the new changes. Director Engle seconded the motion.

**Roll Call Vote:**

Etchart – Y Engle – Y Harrold – Y Kentosh – Y Krumpschmidt - Y  
All Ayes  
M/S/C

**6. Meeting Adjournment**

There being no further business to conduct at this time, Board President Mike Etchart adjourned the meeting at 8:59 pm.

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**Board Secretary**

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**Board President**