

**ORANGEVALE RECREATION & PARK DISTRICT
POLICY COMMITTEE MEETING RECAP
THURSDAY, FEBRUARY 3, 2023
9:30 AM**

**MEETING LOCATION:
District Office – Meeting Room
6826 Hazel Avenue Orangevale, CA 95662**

1. CALL TO ORDER

The meeting was called to order at 9:30 a.m. by Director Montes.

Roll call: Director Montes, Director Meraz, Administrator Ross, Finance/HR Superintendent Von Aesch, Rec Supervisor Bain, Admin Supervisor Woodford

2. PUBLIC DISCUSSION

Any person may address the committee; however, any matter that requires action will be referred to staff and/or committee/Board of Directors for a report and action at a subsequent meeting.

No members of the public were present.

3. RECAP MINUTES FROM 12/15/22 MEETING

Director Montes opened the meeting by viewing the recap from the December 2022 meeting and confirming all items have been addressed or will be in this meeting. The recap minutes were accepted.

4. UNFINISHED BUSINESS

A. Review the updated draft of our 2023 Personnel Policy Manual reflecting suggested changes discussed at the 12/15/22 committee meeting.

The meeting continued with Administrator Ross explaining that the Committee's requests for clarification in the Employee Manual was complete. Finance/HR Superintendent Von Aesch passed out pages showing updated language to include prohibiting staff from being impaired by any substance while operating District equipment or driving a District vehicle. She further provided the pages showing three mid-year updates for the new manual. They include a Board approved Catastrophic Leave Program and clarifying policies regarding approval for overtime and proper travel and reimbursement practices. Lastly, Finance/HR Superintendent Von Aesch reviewed the 2023 Mandated Reporter law specifying that with or without intent, the failure to report is a misdemeanor. The Directors agreed to send the revised manual before the full Board of Directors at the February meeting.

B. Discuss the feasibility of a 9/80 work schedule for District staff.

Administrator Ross updated the Directors that discussions and research had been conducted to ascertain if a 9/80 schedule would work for any of the three divisions: Recreation, Parks, and Administration. He reported it was determined that the staff schedules for both the Recreation and Parks divisions varied too greatly and a 9/80 schedule would create too many challenges for proper staff coverage. Administrator Ross said that the Administration staff schedules are consistent and there is adequate coverage to allow a 9/80 schedule to work effectively.

Director Montes stated that she trusted the staff to manage and make sound decisions about schedules. Director Meraz agreed that this is a management decision, and the Board should not

be micro-managing. Directors Montes and Meraz would like this to be presented to the full Board as an informational item so that they are aware, but not an action item. Administrator Ross expressed his appreciation for their trust in staff, but also expressed how helpful it was to have received their input on this topic based on their personal experience working with a 9/80 schedule. Administrator Ross and Superintendent Von Aesch explained that they will implement an application process for those wishing to change to a 9/80 schedule, and implement a policy stating that this 9/80 option can be revoked by the District Administrator if deemed to be best for the District.

5. NEW BUSINESS

A. Discuss adjusting public office hours by one half hour:

- from our current schedule of 8:30am–5:00pm to 8:30am–4:30pm

Administrator Ross informed the Committee that the end of many workdays is challenging for the staff to complete tasks and prep for the next day by their scheduled ending time. Research shows that six surrounding Rec & Park Districts have open office hours ranging from 6 to 9 hours per day with the average being 7.7 hours. As OVparks' hours are 8.5, staff recommends shortening the ending time from 5:00 pm to 4:30 pm. He explained that with the increase of online information and registration, these hours would still be enough to continue providing excellent service our public. The Director's appreciated the information and repeated that they trust the staff to manage the office hours. They would like this to be presented to the full Board as an informational item so that they are aware, but not an action item. Administrator Ross stated that we will post the new public office hours online and at the Community Center for about a month and begin the new hours the first week in March.

6. DIRECTOR'S AND STAFF'S COMMENTS

7. ITEMS FOR NEXT AGENDA

8. ADJOURNMENT

The meeting was adjourned at 9:53 a.m.