

Davis Cemetery District
August 18, 2021
Board Meeting Minutes

Date: August 18, 2021
Time: 4:00 pm
Location: 820 Pole Line Rd, Davis, CA

Board of Trustees: Chairperson Larry Dean, Vice Chairperson Stephen Souza Board Members: Heidy Kellison, Fred Main, and Jonathon Howard
Staff: District Superintendent Jessica Potts; Assistant Superintendent Judy Fisher

Guests: None

Closed Session:

I. Call to Order **4:03pm**

II. Employee Performance Review and Consideration of Compensation

Trustee Dean and Kellison presented the superintendent's evaluation to the full board and recommended a salary increase

III. Adjournment **4:23pm**

Open Session:

I. Call to Order **4:24pm**

II. Approval of the Agenda **(5-0-0)**

III. Trustee Announcements

a. COI for Any Agenda Items

None

IV. Public comment

None

V. Approval of the Minutes **(5-0-0)**

VI. Informational Items

a. Superintendent Report (Written) (received and acknowledged)

VII. Action Items

a. Closed Session Report Out and Employee Compensation Action (if any)

Trustee Dean and Kellison reported the superintendent's performance evaluation was presented during closed session. Based on the overall performance review and in recognition of the superintendent's COVID-19 response, the committee recommends a new annual salary of \$110K.

Action: Motion to approve performance review and salary recommendation. Fred Main 1st, Stephen Souza 2nd, **(5-0-0)**

b. Appointment of Board Chair and Vice Chair

The trustees discussed various appointment options based on timing and availability.

Action: Motion to appoint Trustee Dean as Chair and Trustee Main as Vice Chair. Stephen Souza 1st, Heidy Kellison 2nd, **(5-0-0)**

c. Employee Reimbursement Policy

The superintendent presented a general employee reimbursement policy to be added to the district's employee handbook.

Action: Motion to approve as presented. Larry Dean 1st, Fred Main 2nd **(5-0-0)**

d. COVID-19 Protocol

The superintendent presented the current COVID-19 return to work protocol. The trustees discussed the protocol and proposed the district require vaccination for all staff and volunteers, including board members. In addition to the vaccine requirement, it was proposed all staff undergo weekly testing.

Action: Motion to adopt Yolo County's vaccination policy and require all staff to test weekly and submit those test results to the superintendent. Jonathan Howard 1st, Heidy Kellison 2nd, (5-0-0)

Adjournment

Next meeting date is set for Wednesday, October 20th at 4pm

