

Davis Cemetery District Board Meeting Minutes

Date: 2/21/2018

Time: 4:00 pm

Location: 820 Pole Line Road, Davis, CA

Call to order/introductions: Chairperson Larry Dean, Vice Chairperson Stephen Souza, Board Members Dennis Dingemans, Marilyn Mansfield, Bill Marshall (excused absence), Office Manager Christi Postlethwaite, Superintendent Joe Cattarin, Outreach Director Kristi Dvorak, Supervisor's Assistant Richard Reed and County Supervisor Jim Provenza

Public Comment:

Supervisor Jim Provenza briefly addressed the Board and Staff. He began with praise for the good job we do in making and maintaining the cemetery. He shared a few suggestions and admonitions, with examples being "remember that staff don't report to board with exception of the Superintendent" and "don't let the public feel left out". Supervisor Provenza offered to lead a refresher session on the Brown Act for the benefit of the Cemetery Board and appropriate staff at some future date and time to be arranged, which the Board accepted with pleasure.

No Announcements:

Correspondence: Discussed and concluded "no action required by board" on a letter reporting a promise made orally by a previous office manager.

Approval of Agenda: (4/0 Souza/Mansfield)

Approval of minutes: Approval of minutes: Approved with Minor Corrections: (4/0 Souza/Mansfield).

Consent Calendar: None

Correspondence: Letter from the Police Department in appreciation to the Davis Cemetery District and it's staff.

Superintendent's Report: Written and Verbal. No actions taken.

Community Outreach Report: Written and Verbal. No actions taken.

Financial Report: Written and Verbal. No actions taken.

Old Business

1. IRS issues (our non-profit and government status certification). The IRS dropped their demand for 501c3 annual reporting, thus resolving the issue, after discussion between IRS and Eric May from the Office of Yolo County Council.
2. Anderson encroachment Cemetery staff will now assume responsibility of concluding resolution and documentation with the Anderson Family.
3. And 4. A discussion raised no significant changes to the draft report on policies and procedures committee report reviewed at the previous meeting; this was the first reading of the Personnel Policy revisions; (draft ok'd 4/0- Souza/Mansfield)

5. Part time Employee: Selection process in process.
6. Reminder to submit Form 700 by April 1st.

New Business:

1. Restructuring of District Staff briefly reviewed. Supervisor Provenza offered in his comments to attempt to obtain some outside help on this matter, either from the County staff and /or possibly an outside management consultant.

Adjournment and scheduling of next meeting until March 21 meeting was approved (4/0 Mansfield/Dean) at 5:23 pm.