

Davis Cemetery District Meeting Minutes
January 17, 2018

Attendance: Chair: Larry Dean, Vice Chair Stephen Souza, Secretary Dennis Dingemans, Marilyn Mansfield. Bill Marshall.

Staff: Superintendent Joe Cattarin, Office Manager Christi Postlethwaite, Outreach Director Kristi Dvorak

Yolo County Supervisor's Assistant: Richard Reed

Approval of Agenda:(5-0-0)

Public Comment: None

Consent Calendar: None

Approval of Minutes: Approved with minor corrections: (5-0-0)

Superintendent Report: Written and Oral. Stressed was the need to develop rules and policies for pricing of copings and for refining height charges in complicated designs.

Community Outreach Report: Written and Oral

Financial Report: Oral

Old Business:

1. IRS issues (our non-profit and government status certifications) still in the works.
2. A letter to the family from our chair was summarized.
3. A detailed 4-page report giving tentative "Personnel Policies" was distributed and highlights of the report were given orally (mostly by the Office Manager). Topics include new personnel topics, work week definitions, pay period conventions, leave provisions, and insurance benefits expansion.

New Business:

1. After discussion of the need/revised part time employee job titles it was moved and approved (4/0/1), LD/SS with Marshall not voting) that a part time regular employee job title be implemented by the Davis Cemetery District and conforming in general with the draft of the job description that was handed out at the meeting.

Closed Session: An Employee situation was discussed as to medical leave terms and conditions. No reportable actions were taken.

Adjournment until February 21 meeting was approved 5/0 at 5: 23 pm.