



OFFICIAL

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W.C. Walker Senior Center
505 Sunset Avenue, Shafter, CA 93263

January 20, 2016

1. **CALL TO ORDER:**
The Regular Board Meeting of the Shafter Recreation and Park District (SRPD) was called to order at 6:00 p.m. by Chairman Gladden.
2. **FLAG SALUTE AND INVOCATION:**
Mr. Jimenez led the flag salute and Ms. Curcio led the invocation.
3. **ROLL CALL:**

<u>BOARD MEMBERS PRESENT:</u> Mickey Gladden Irma Ulloa Gary Rodriguez Antoinette Johnston	<u>BOARD MEMBERS ABSENT:</u> Mary Nixon
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STAFF PRESENT:
Kristen Curcio, District Manager
Phillip Jimenez, Program Coordinator
Karina Sanchez, Board Secretary
4. **POSTING OF THE AGENDA:**
The posting of the agenda was declared on Friday, January 15, 2016 at 2:35 p.m.
5. **PUBLIC COMMENTS:**
None
6. **CONSENT OF THE AGENDA:**
Mr. Rodriguez made a **MOTION** to approve the consent of the agenda items A and C.
Mrs. Ulloa **SECONDED** the motion.
AYES 4 (Gladden, Ulloa, Rodriguez, Johnston)
NAYES 0
ABSENT 1 (Nixon)
ABSTAIN 0
MOTION CARRIED
Mr. Rodriguez made a **MOTION** to table the minutes from September 16, 2015. Mrs. Ulloa **SECONDED** the motion.
AYES 4 (Gladden, Ulloa, Rodriguez, Johnston)
NAYES 0
ABSENT 1 (Nixon)
ABSTAIN 0

MOTION CARRIED

Mr. Rodriguez made a **MOTION** to approve the minutes from November 18, 2015 under item B. Mrs. Ulloa **SECONDED** the motion.

AYES 3 (Gladden, Ulloa, Rodriguez)

NAYES 0

ABSENT 1 (Nixon)

ABSTAIN 1 (Johnston)

MOTION CARRIED

Mr. Rodriguez made a **MOTION** to approve the minutes of December 16, 2015 under item B. Mrs. Ulloa **SECONDED** the motion.

AYES 3 (Ulloa, Rodriguez, Johnston)

NAYES 0

ABSENT 1 (Nixon)

ABSTAIN 1 (Gladden)

MOTION CARRIED

Mr. Rodriguez made a **MOTION** to approve the minutes of January 6, 2016 under item B. Mrs. Ulloa **SECONDED** the motion.

AYES 4 (Gladden, Ulloa, Rodriguez, Johnston)

NAYES 0

ABSENT 1 (Nixon)

ABSTAIN 0

MOTION CARRIED

7. CORRESPONDENCE:

- A. EMPLOYMENT DEVELOPMENT DEPARTMENT- **INFORMATION ITEM:** Ms. Curcio gave the Board an idea of the contribution rates given throughout the year, based on the letter received from EDD.
- B. FINAL AUDIT STATEMENT- **INFORMATION ITEM:** Ms. Curcio gave the Board the final hard copy of the 2014-2015 FY Audit from Albert & Associates.
- C. ANNUAL ACCOUNT ANALYSIS- **INFORMATION ITEM:** Ms. Curcio gave an account analysis based on the letter received from Bank of America.
- D. COMMUNITY DEVELOPMENT DEPARTMENT-CITY OF SHAFTER- **INFORMATION ITEM:** Ms. Curcio informed the board of the City of Shafter's assigning addresses to the recorded tracts built near 7th Standard housing development.

8. OLD BUSINESS:

- A. PAY INCREASE FOR PROGRAM COORDINATOR **INFORMATION ITEM:** The board tabled this item until after closed session item 14. After closed session discussion, the board decided on a pay increase of 5%. Mrs.

Johnston made a **MOTION** to approve a 5% pay increase for the Program Coordinator, Mr. Jimenez. Mrs. Ulloa **SECONDED** the motion.

AYES 4 (Gladden, Ulloa, Rodriguez, Johnston)

NAYES 0

ABSENT 1 (Nixon)

ABSTAIN 0

MOTION CARRIED

9. NEW BUSINESS:

- A. **SALARY RANGE SCALE- INFORMATION ITEM:** Ms. Curcio informed the Board of the different salary ranges throughout other districts in Kern County by providing a district made spreadsheet. She also gave the Board a printed copy of the Bureau of Labor Statistics US Department of Labor containing occupation employment and wages in Bakersfield-Delano with similar occupations to the Shafter Recreation.
- B. **FORM 700 FILLING FORMS- INFORMATION ITEM:** Ms. Curcio informed the Board of the Form 700 upcoming filling date and information about what needs to be reported as of 2016. The last day to turn in the forms are April 1, 2016.
- C. **KCERA- INFORMATION ITEM:** Ms. Curcio gave the Board the letter of the financial statement of the entire county funds. She also gave the board more details on how the retirement for the District is coming along.

10. STAFF PRESENTATIONS:

ATTORNEY: None

DISTRICT MANAGER: Ms. Curcio informed the Board that she has been networking with various occupations, constructions, real estate agents, and business owners who are selling land or if they themselves have land for sale. She informed that she has been in contact with Mr. Weins about 20 acre land and the Shaftco building as a potential move for the District, but with the High Speed Rail, it can affect plans to move. Rent for that facility would be \$1500. Mike Porte has 15.5 acres across the prison for sale, but they want \$900K for the land, it is adjacent to Weins family land.

PROGRAM COORDINATOR: Mr. Jimenez informed the Board that practices for the basketball season began January 4th; the player's clinic was January 9th; the official's clinic was January 2nd, and the first games were January 16th. He informed the Board that during the player's clinic we implemented our first anti-bullying program. We targeted ages 5-14 years old. He informed the Board that the baseball/softball season is right around the corner and he is already preparing for it. The baseball fields will be redone by Nishco.

11. COMMITTEE REPORTS:

PROGRAMS: None

PERSONNEL: None

FACILITIES: The vegetation at the WCW has been fixed.
BUDGET: None

12. BOARD MEMBER REPORTS:

Ms. Ulloa- She commented that she went to the first basketball games and liked the way they were being ran.

Mr. Rodriguez- He stated that he attended the games on Saturday as well and was very pleased on the outcome of the programing. He had an outsider meet him for a meeting at 2:00 p.m. during the U8 games and the lady he was with complemented him on how the program looked. He commented on the audit page 27, where it has the findings, if we can call Chris and ask him about them. He asked if we could set up a Program Committee meeting, but Mr. gladden explained the Board needed to wait until after the committees were changed at the next month's regular meeting. Mr. Rodriguez also recommended we look at other accountants, and if by law are there any restrictions on how long a business can have a certain CPA. Lastly, he recommended using Google Docs for calendars and communication.

13. FUTURE AGENDA ITEMS:

1. Restructure positions and elections within the Board
2. Start DM Evaluation Process
3. Rauch Communications

14. EXECUTIVE SESSION:

A. DISCUSS AND APPROVE PROGRAM COORDINATOR ANNUAL EVALUATION AND ANNUAL PAY RAISE (Gov. Code 54957 (b))

The Board and District Manager, Kristen Curcio, entered into executive session at 7:10 p.m. and re-opened at 8:01 p.m. Upon coming out of closed session Director Gladden made the decision to approve the pay raise of the Program Coordinator, under item 8A.

15. ADJOURNMENT: The meeting was adjourned at 8:06 p.m. by Mr. Gladden.

APPROVED ON THIS DAY: _____

SIGNATURE: _____

TITLE: _____

ATTEST: _____

