

## **HUMAN RESOURCES/RISK MANAGEMENT COMMITTEE NOTES**

July 22, 2020

### **Attendees:**

Committee members: James V. Curatalo (Chair) and Kevin Kenley

Staff members: John Bosler, Carrie Guarino, Eduardo Espinoza, Chad Brantley, Taya Victorino, Roberta M. Perez, and Eric Grubb

**Members of the Public:** None

**Call to Order:** 4:00 p.m.

**Public Comment:** None

**Additions/Deletions to the Agenda:** None

### **Introductory Remarks by Chair Curatalo**

Chair Curatalo announced for the record that this meeting was conducted by teleconference pursuant to the Brown Act waivers provided for under the Governor's Executive Orders in response to the COVID-19 State of Emergency. Further, the agenda stated that there was no public location for attending this meeting in person. The agenda stated that the public may listen and provide comment telephonically by calling the number listed on the agenda. Chair Curatalo took a roll call of Committee members and staff present on the call, as listed above.

### **I. Amend Administrative Policy No. 2.1 and Employee Policy No. 4.8, Travel and Conference Guidelines**

- Staff proposed amendments to the District's policies that relate to travel and conferences: Administrative Policy No. 2.1 Board Member Travel & Conference Guidelines and Employee Policy No. 4.8 Employee Travel and Conference Guidelines. Several minor revisions to the policy encompass language updates and clarifying internal procedures. The most significant proposed revision is the inclusion of language that sets the periodic review of these policies to a biennial basis.
- The committee endorsed the proposed revisions. These policies are scheduled to be reviewed by the Finance Committee on August 12 and then to the full Board of Directors on August 25, 2020.

Meeting Adjourned at 4:11 pm