

## HUMAN RESOURCES/RISK MANAGEMENT COMMITTEE NOTES

### July 12, 2022

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#### Attendees:

Committee members: James V. Curatalo (Chair) and Mark Gibboney

Staff members: Roberta M. Perez, Chad Brantley, Taya Victorino.

Members of the Public: None.

**Call to Order:** 3:30 p.m.

**Public Comment:** None

**Additions/Deletions to Agenda:** None

#### Introductory Remarks by Chair Curatalo

Chair Curatalo announced for the record that this meeting was conducted by teleconference pursuant to Resolution No. 2022-6-6 as permitted under AB 361, in an effort to protect public health, prevent the spread of COVID-19 and because the state and/or local officials are recommending or imposing measure to promote social distancing. Further, the agenda states that there is no public location for attending this meeting in person. The agenda also states 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.

#### Board of Directors Handbook

- Staff presented proposed updates to the Board of Directors Handbook. The handbook was adopted in 2005 as a resource guide for Board Members and updated on an as-needed basis. The last revisions were made in 2019 due to changes on the Executive Team and District leadership. At that time it was suggested that the Handbook be reviewed before each election cycle as a matter of due diligence.
- Staff proposed the following updates: minor additions to the *Introduction* section, revisions to the *Board Meeting Protocol* section to include Rosenberg's Rules of Order as the Board's preferred set of meeting rules, updates to Appendices 1 and 4, and the addition of Appendix 6.
- The Committee concurred with the proposed revisions and recommended forwarding the item to the Board of Directors for consideration.

#### Employee Policy No. 3.19, Catastrophic Leave Sharing Program

- Staff proposed the adoption of a new policy, Employee Policy No. Catastrophic Leave Sharing Program. The Catastrophic Leave Sharing policy is designed to assist employees who have exhausted or are awaiting disability benefits due to a severe or catastrophic illness, injury, or condition of the employee or that of an immediate family member.

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- The program allows employees to donate accrued sick or vacation leave to co-workers who do not have sufficient accumulated leave to cover a verifiable crisis and provide salary continuation. It is developed as part of our efforts to create a caring environment, supporting employees during challenging time, and because employees have expressed a desire to assist their co-workers in this way.
- The Committee concurred and recommended forwarding the item to the Board of Directors for review and approval.

Meeting Adjourned at 3:45 p.m.