DRAFT CHAIRMAN'S REPORT

Creation of the Policy Committee

The Policy Committee as a standing committee of the CCSD Board was established and a committee chairperson appointed at the Board's special meeting on January 3rd 2019. The Policy Committee members were appointed at the Board's regular meeting on 1/17/19.

Committee Goals, Scope & Authority

Adopted by Board action on 1/3/19

- Advance the District's strategic planning efforts.
- Review the District Code and consider whether direction should be provided to draft amendments.

From the Policy Committee's bylaws as adopted by the Board on 7/18/19 (after several iterations)

- The Policy Committee serves as an advisory resource to the CCSDBoard of Directors on matters of operational and governance policy. The purpose of the Committee is to review existing operational and governance policies, focusing on the CCSD BoardPolicy Handbook, and to recommend new policies and changes to existing policies to the Board of Directors. At its discretion, the Board may assign other policy work to the Committee.
- The Committee maintains collaborative working relationships with the public, other standing committees and the CCSD Board of Directors. The Committee supports other standing committees' policy review needs.

Additional Board Discussion Regarding Committee Goals, Scope & Plan of Work (as paraphrased from Board meeting minutes)

Director Steidel (1/3/19) . . . We need strong policies. We need to look at policies and structure.

Director Rice (1/3/19) . . . It's important that we stay on the right side of our jobs which is to establish policies for the operation of the district. A review of our ordinances is critical. . . .

Director Rice (2/12/19) . . . The General Manager is hired to implement policies and support the development of the policy [sic] by the Board.

DRAFT CHAIRMAN'S REPORT

President Pierson (2/12/19) . . . [the general manager has] . . . the authority to do those things [hiring/firing daily direction, operations] within the policies and decisions made by the board.

Director Rice (3/5/19) in her committee report to the Board asked for clarification on the goal and scope of the committee.

President Pierson (3/5/19) The committee should work on a policy manual and updating the policies. The policies should be addressed by the full Board. This should be the primary goal. . . .

At the Board meeting of 7/11/19 during the Finance Committee report there was the following discussion (quoting from the minutes of that meeting):

> "Director Steidel reported the completion of the reserve policy. It would be helpful to have written procedures that define the review and handoff of written policies as they are developed. The Committee would like a boiler plate format created by the Policy Committee.
>
> President Pierson suggested the policies go to the Policy Committee for formatting. It would be immediately forwarded to the Board for consideration. Content would come from the standing committee to the Board. He agreed the Policy Committee would create a boiler plate format."

Also at the Board meeting of 7/11/19 the Policy Committee report was given by Vice Chair Heinrichs. Quoting from the Board meeting minutes:

> "Vice Chair Heinrichs provided a brief summary of the recent Policy Committee meeting. The Committee is using the CSDA Policy Handbook as a guideline. At the next Policy Committee meeting the Committee will review a sample book of the 1000's series.

The Policy Committee's Approach and Plan of Work

To organize our approach the Committee decided to create an updated "New Director Handbook" to parallel in format the CSDA Sample Policy Manual. [attach CSDA TOC]

We decided to approach its task sequentially for at least two reasons. First, there would be no doubt from the very outset that there was no hidden agenda in the Policy Committee. Second, if the committee selected first those policies that some (but not others) believed to be in greatest need of consideration, in all likelihood it would be starting its work on the most controversial basis. Rather, the committee wanted to work slowly, steadily, and incrementally forward.

DRAFT CHAIRMAN'S REPORT

The committee set aside *Section 2000 Administration* and *Section 3000 Personnel* for much later. The thinking was that these 81 policies were more immediately under the purview of the General Manager, and many dealt with contractual issues between CCSD and the employee unions. Taking on any of these immediately seemed like potentially touching a "third rail."

The committee members agreed that we would start--over the course of the next couple of years--with the 26 policies under *Section 1000 General, Section 4100 Board,* and *Section 4200 Board Meetings.* With three policies forwarded to and considered by the Board every three months, this would take the Policy Committee through the end of 2020. To stay on track this year, our committee would need to complete the 12 policies under Section 1000 General by the end of December. Thus, we had an implied timeline for our work.

The committee matched the 26 policies under *Section 1000 General, Section 4100 Board,* and *Section 4200 Board Meetings* against existing CCSD policies and bylaws to determine where gaps and omissions exist. Please see the attached chart. You will note that there is an overlap in only 9 policies. In other words, in *Sections 1000, 4100 and 4200* of the CSDA Sample Policy Manual there are 17 policies for which no local parallel appears to exist. It should be noted that six of these 17 missing policies already have been the focus of the Policy Committee and its ad hoc committees since April; four already have been advanced to the Board.

Committee Actions to Date

From minutes of Committee meeting on 5/30/19

Sub ad hoc committe will reconsolidate the Policy Handbook replacement data ASAP. Need in two weeks for board approal meeting in word format to include the approiate by laws as part of the policy manual. Use existing Handbook first, then make up new CCSD manual to match state wide manual.
Hard copy to be printed for CCSD board approval.
Motion passed unanumously (Ted absent).

From draft minutes of Committee meeting on 8/1/19

Discussion of "Form" and "Content" as it applies to all standing committees.
The Policy Committee approved the process governing the flow of new policies. Any new policy developed by any standing committee would first go to the CCSD board of directors for approval. Then, if necessary, any newly approved policy would be routed through the Policy Committee to be sure it conforms with the structure and numbering system used by the California Special Districts Association handbook. The District Clerk should have the responsibility of keeping the future CCSD Board Policy Handbook up-to-date. Motion passed unanimously.

DRAFT CHAIRMAN'S REPORT

The ad hoc committee presented a small binder demonstrating the types of questions and problems encountered in their examination of CCSD policies in relation to those found in the CSDA handbook. Of the six examples, the Committee voted to forward the first 3 examples to the CCSD board of directors to ask for their comment:
- CSDA Policy 1000: *Adoption/Amendment of Policies*
- CSDA Policy 1005: *Association Memberships*
- CSDA Policy 1010: *Basis of Authority*

From draft minutes of Committee meeting on 8/29/19

Discussion Regarding Ad Hoc Committee Recommendations for CSDA Sample Policy Handbook Sections
- 1015: *Overview of the District Clerk's Role,*
- 1020: *Board/Staff Communication* and
- 1025: *Claims Against the District*

Motion passed unanimously. (Nixon absent)

Committee's Proposed Work Plan Going Forward

From minutes of Committee meeting on 9/1/19

The Policy Committee decided to delay discussion of the remaining examples until a future meeting. Motion passed, 4 in favor, 1 opposed
[Question: what are those remaining examples?]

On Committee's agenda for meeting on 10/9/19:

Discussion Regarding Ad Hoc Committee Recommendations for CSDA Sample Policy Handbook Sections
- 1030 *Code of Ethics,*
- 1035 *Conflict of Interest* and
- 1040 *Correspondence to the Board*

Discussion and Consideration to Form Subcommittees' to Address:
- Policies and Procedures Regarding Homelessness in Cambria
- Use of Electronic Devices at Board Meetings
  Disaster Preparedness
- Veterans' Hall Fees

Relevant Board Actions

At the 7/18/ 19 Board meeting the Board receives the final version of the standing committees' bylaws and approves them.

DRAFT CHAIRMAN'S REPORT

At the 8/15/19 Board meeting, by unanimous vote "... the Board moved to adopt the policies listed [1000: *Adoption/Amendment of Policies,* 1005: *Association Memberships & 1010: Basis of Authority*] and continue use of the format of CSDA in development of the policies with amendment to 1000.3 striking per Brown Act."

Also at the 8/15/19 Board meeting Director Rice moved to approve the Reserve Policy with one minor change. Motion Passed Unanimously.
[Question: has the Committee received the Board approved Reserve Policy for formatting and inclusion in the new CCSD Policy Handbook?]

On 10/10/19 Board meeting agenda -- Discussion of and consideration of policies
- 1015: *Overview of the District Clerk's Role*
- 1020: *Board/Staff Communication*
- 1025: *Claims Against the District*

SECTION 1000: GENERAL

Policy 1000	Adoption/Amendment of Policies	Section: New Policy Creation (B-02-2018)
Policy 1005	Association Memberships	
Policy 1010	Basis of Authority	
Policy 1015	Board Secretary	
Policy 1020	Board/Staff Communications	
Policy 1025	Claims aganst the District	
Policy 1030	Code of Ethics	
Policy 1035	Conflict of Interest	Section: Conflict of Interest Code (03-2019)
Policy 1040	Correspondence to the Board	
Policy 1045	Legal Counsel and Auditor	
Policy 1050	Overview of the General Manager's Role	
Policy 1055	Legislative Advocacy	

SECTION 4100: BOARD

Policy 4100	Attendance at Meetings	
Policy 4105	Committees of the Board of Directors	Bylaws: 9. Committees
Policy 4110	Duties of Board President	Bylaws: 1. Officers of the Board of Directors
Policy 4115	Ethics Training	
Policy 4120	Members of the Board of Directors	Bylaws: 5. Members of the Board of Directors & 6. Authority of Directors
Policy 4125	Training, Education, and Conferences	

SECTION 4200: BOARD MEETINGS

Policy 4200	Board Actions and Decisions	
Policy 4205	Board Meeting Agenda	Bylaws: 3. Agendas
Policy 4210	Board Meeting Conduct	Bylaws: 2. Meetings
Policy 4215	Brown Act Compliance - Open Meetings	
Policy 4220	Minutes of Board Meetings	Bylaws: 4. Preparation of Minutes
Policy 4225	Review of Administrative Decisions	
Policy 4230	Rules of Order for Conduct of Meetings	
Policy 4235	Types of Board Meetings	