

SOUTH KERN CEMETERY DISTRICT MINUTES OF THE SPECIAL MEETING

OF THE BOARD OF TRUSTEES HELD AT THE ARVIN LIBRARY AT 5:30 P.M. ON AUGUST 27, 2013

Trustees Present: Linda Leary, Manuel Pantoja, Chandra Sargent Mead, Farrell Neeley, Cynthia Nicholson-Thome; also present Foreman Steve Schrepfer, Office Assistant Ana Reyes

Trustees Absent: none

1. The meeting was called to order at 5:35 p.m. by Chairperson Nicholson-Thome.

2. **Public Comments:** none

3. **Trustee Comments:** Neeley contacted county about fixing library meeting room clock. Nicholson-Thome requested report from Foreman attending CalPERS classes 9/10-12 & 18. Leary motioned, Neeley seconded to allow a maximum of \$200/day for food & lodging (provided receipts submitted). Passed unanimously.

4. **a. 2013-2014 Budget:** Neeley motioned, Pantoja seconded to pass budget as amended. Passed unanimously.

b. District Manager & Administrative Assistant Job Description Review: Board discussed and made amendments to drafts presented by Neeley. Neeley will send revised drafts , then post on web.

c. Job Postings for District Manager & Administrative Assistant: agreed to post the openings from 9/1 to 9/30. Post on the website, possibly on monster.com, and post in libraries. Discussed running ads in Bakersfield Californian, El Popular, Mountain Enterprise, and Tiller/Reporter.

d. Consideration for Bonus for Office Assistant: in consideration of extra work performed since May 13, Neeley motioned, Mead seconded to pay the Office Assistant a bonus of \$50/week, for a total of \$800. Passed unanimously.

5. **Audience Comments:** none.

6. **Board Comments and future agenda items:** Need to research access to ethics training. Neeley reported that block wall near bathrooms being reduced in height this coming Friday. Foreman advised that we had received a credit on the final bill from Ameripride.

7. Adjourned 8:30 p.m.

Respectfully submitted,

Chandra Sargent Mead, Secretary