

Draft Minutes
Budget and Personnel Committee Meeting
December 2, 2011

1. Call to Order:

The Budget and Personnel Committee was called to order at 10:23 a.m. by Vice President Burns. In attendance were:

- Committee members: Vice President Burns and Alternate member Director Kenneth Nishi.
- Staff: Jim Heitzman, Carl Niizawa, Kelly Cadiente, Jean Premutati, and Paula Riso.

2. Public Comments on Any Item Not on the Agenda:

No comments.

3. Review Proposals for Document Review Services to the District:

The Committee reviewed the two proposals received for the Document Review Services. The Committee requested staff to re-advertise the Request for Proposals as it was decided that there wasn't sufficient response to the first advertisement.

4. Review Proposals for Information Technology Support Services to the District:

The Committee reviewed the seven proposals received for the Information Technology Support Services. Following discussion, it was agreed that Ms. Cadiente would contact MBT for clarification on service hours and forward all seven proposals with a rating matrix to the Board meeting for consideration.

5. Expand the District's Policy Regarding Surplus Property:

Ms. Cadiente explained that the District's Surplus Policy was in need of additional language to clarify what objects can be disposed of without being officially listed as District surplus and who can bid on surplus items. The Committee recommended adding that Directors and Consultants are also prohibited from bidding on surplus items.

6. Review Option for Early Pay-Off of the Rabobank Loan:

Ms. Cadiente informed the Committee that it would be beneficial to the District to pay-off this loan as there would be a savings of over \$37,000 if it was paid off before the end of the year. The Committee recommended forwarding this item to the Board for consideration.

7. Review Proposed Revisions to the Employee Handbook:

The Committee reviewed the proposed revisions and suggested waiting until 2012 for Board consideration to allow time to incorporate any new laws that may affect the Handbook.

8. Identify Agenda Items for the Next Committee Meeting:

Vice President Burns requested clarification on verbatim minutes in the Board Procedures Manual to be discussed.

Vice President Burns suggested discussion on ways to reduce the misinterpretation of District information.

Vice President Burns suggested discussion on minimize paper usage by supplying Directors with a Kindle or similar notebook to review board packets and information.

Vice President Burns suggested discussion on future Strategic Planning Workshops. Director Nishi suggested that this topic would be better discussed at the Executive Committee.

9. Committee Member Comments:

No comments were made.

10. Adjournment:

The meeting was adjourned at 11:35 am.