



119 Adkisson Way Taft, CA 93268 (661) 765-7234

PERSONNEL COMMITTEE MEETING

Tuesday, December 12, 2017, at 3:00 pm

1. CALL TO ORDER

The meeting was called the meeting to order at 3:00 pm. Those present were:

Jan Ashley	Board Member
Adele Ward	Board Vice President
Robyn Melton	Board Clerk

2. PUBLIC INPUT

None

3. REVIEW/RECOMMENDATION OF DISTRICT CONTRIBUTIONS TO STAFF 403 (B) PLAN

The contribution amounts were reviewed and discussed by the Committee. The Committee will recommend to the Board on December 18, 2017, that the District contribute a 2% employer match to the 403 (B) retirement accounts of participating staff members. The total amount of the contribution is \$12,733.51.

4. REVIEW/ APPROVE UPDATES TO EMPLOYEE HANDBOOK

The Committee reviewed the updates to the employee handbook. After discussion, the committee approved the recommended changes. The new handbook will be distributed to all staff members for acknowledgment of updates.

It was also discussed that in 2018, the District will reimburse/pay CPR certification/renewal (BLS, ACLS, PALS) for employee staff if required by the position description. Cost per employee is approximately \$65.00, every two years. This will be the committee's recommendation to the Board during the December meeting.

The Committee also requested salary schedules be created for each position in the organization.

5. COMMITTEE MEMBER INPUT

None

6. CLOSED SESSION

The Committee did not enter into Closed Session.

8. ADJOURNMENT

Being no further business, a Motion was made to Adjourn. The meeting was adjourned at 4:00 PM

Respectfully Submitted:


Jan Ashley, Committee Member