

Memo

Carmichael



RECREATION AND
PARK DISTRICT

To: Advisory Board of Directors

From: Ingrid S. Penney, Administrative Services Manager

Date: July 18, 2024

Subject: Advisory Board Elections and Committee Assignments for FY 2024-25

Background/Discussion:

Based on the Advisory Board of Directors Bylaws, prior to or at the beginning of each fiscal year the Advisory Board determines the Board officer positions and committee assignments for the new fiscal year.

Board leadership positions are Chair, Vice-Chair, and Secretary. The standing committees are Facility, Personnel, Budget, and Policy & Program. Attached are descriptions of the officer duties, the function of the standing committees, and current standing committee assignments.

The Board may also establish and appoint Ad hoc Committee(s) for special, specific, limited purposes which are not subject to the same meeting notice and posting requirements of the Brown Act. Once that committee has completed its work, the committee is disbanded. There is only one Ad hoc Committee so far, the District Administrator Recruitment Planning Committee.

Attached are extracts from the Advisory Board Bylaws, the current Terms, and FY2023-24 Officers and Committee Assignments for reference. The terms and FY2023-24 Officers and Committee Assignments were updated last month, following the retirement of Joyce Carroll who served as the Chair for the last several years and the appointment of the latest Advisory Board Member, Lisa Mattos.

Recommendation:

The Advisory Board Members nominate/select the officers and make recommendations to the Chair for standing committee assignments for FY 2024-25.

Carmichael Recreation and Park District ADVISORY BOARD MEETINGS AND PROCEDURES

POLICY TITLE: Advisory Board Meetings and Procedures

MEETINGS

Regular Meetings: Regular meetings of the Advisory Board of Directors shall be held on the third Thursday of each month in the evening in the Community Clubhouse. All Meetings shall be conducted in a manner as defined by the Brown Act.

Special Meetings: Special Meetings may be called by the Chairperson when deemed advisable by the Chairperson or when requested by three (3) members of the Advisory Board of Directors. Special Meetings require a 24-hour posted notice and shall be scheduled and conducted as defined by the Brown Act.

Adjourned Meetings: Any Meetings of the Advisory Board of Directors may be adjourned to a time and place in the order of adjournment.

Emergency Meetings: An emergency meeting may be held when prompt action is needed because of actual or threatened disruption of public facilities. An "emergency situation" exists if the Advisory Board determines a work stoppage, crippling disaster, or other activity severely impairs public health and/or safety.

Closed Sessions: The Advisory Board may hold a closed session during a regular or special meeting as defined by the Brown Act.

Quorum: Three (3) Advisory Board members shall constitute a quorum.

Agenda: The Administrator shall prepare an agenda in coordination with the Chair and as defined by the Brown Act. Advisory Board members shall receive the agendas at least 72 hours in advance of the meeting. All items to be included on the agenda, such as letters from interested individuals, shall be in the District Office by 12:00 noon on the Friday preceding the Advisory Board meeting. The agenda shall be posted as defined by the Brown Act. The posting must occur in a place that is freely accessible to the public and on the District's website. The internet posting shall occur on the District's primary website homepage through a prominent, direct link to the current agenda. The agenda shall meet all other requirements as defined by the Brown Act.

Non-Agenda Items: The Advisory Board shall not discuss or take action on any item that does not appear on the posted agenda except that the Advisory Board may act on items not on the agenda to address emergency situations, subsequent need items, and hold-over items from a continued previous meeting held with the prior five days. The Advisory Board may also respond to public comments and make announcements.

Rules of Order: Meetings of the Advisory Board of Directors shall be conducted by the Chair in a manner consistent with the policies of the District. "Roberts Rules of Order" shall be used as a general guideline for meeting protocol. It is the policy of the Advisory Board that the Chair **can second a motion** while performing as Chair.

OFFICERS

Election: The officers shall consist of a Chair, Vice-Chair, and a Secretary. The election shall take place at the regular meeting held in June of each year. New officers shall officially take office on July 1. Standing committees shall be appointed and announced by the Chair at the first

meeting following the election. Terms of officers of the Advisory Board shall be for one (1) year. The Chair of the Advisory Board of Directors shall be changed annually. Exception to this can only be made with the unanimous consent of all of the Advisory Board.

Duties:

Chair: It shall be the duty of the Chair to preside at all meetings of the Advisory Board, to appoint committees, and to call special meetings when they may be deemed necessary and advisable.

Vice-Chair: The Vice-Chair shall perform the duties of the Chair in the absence of the latter. The Vice-Chair serves as a representative to the Council of Recreation and Park Agencies.

Secretary: The Secretary shall notify members of all meetings, keep a record of all proceedings of all meetings, and call special meetings upon request of the Chairperson or three (3) members of the Advisory Board. The above duties of the Secretary may be delegated to staff. The Secretary assumes the duties of the Chair and Vice-Chair in the event of their absence.

COMMITTEES

Functions: All business requiring further study will be referred to the proper committee for report and recommendations to the Advisory Board as a whole for action.

Under no circumstances is a committee or any member of that committee to take any action or make any statements committing the Advisory Board as a whole unless given authority to do so by the vote of the Advisory Board.

Chair - Ex-Officio Committee Members: The Chair of the Advisory Board of Directors shall be an ex-officio member of all committees and as such, shall be notified of all committee meetings and their agendas. The Chair shall attend and participate at a committee meeting when a regular committee member is unavailable. Three (3) Advisory Board members cannot attend or participate in a committee meeting as that would constitute a quorum and be in violation of the Brown Act.

Standing Committees: The Chair shall appoint annually, two (2) Advisory Board members to the following standing committees. One appointee of each committee shall be designated as Chair of that committee (7/17/98).

Personnel and Personnel Policies: This committee shall study and recommend the following:

- A. Personnel policies on annual salary increases and benefits.
- B. Current salary schedule.
- C. Evaluate job descriptions.
- D. Establish job descriptions for new positions.

Budget and Finance: This committee shall study and recommend the following:

- A. Fiscal year operating budget.
- B. Expenditures from bond improvement fund.
- C. Monthly financial expenditures.
- D. Budgetary items from fiscal capital outlay budget for new projects.
- E. The need for additional financing for the District.

The Budget Committee shall submit a proposed budget to the Advisory Board of Directors for approval. The Advisory Board shall submit a budget to the County Board of Supervisors for final adoption.

Program and Policy: This committee shall study and recommend the following:

- A. The recreation program as a whole.
- B. Policies dealing with the use of District facilities.
- C. All general policies pertaining to the District unless specifically the responsibility of another committee, standing or special.

Facility: This committee shall study and recommend the following:

- A. Acquisition of new sites.
- B. Type of facilities that should be planned for all sites.
- C. Joint planning and developing with School District and County.
- D. Any maintenance or physical matters dealing with parks or facilities.

Special Committees: In addition to the standing committees, the Chair may, from time to time, appoint special or select committees to consider matters that the Advisory Board feels may not properly go to a standing committee or the Chair feels may require special attention. Their activities are limited to the purpose for which they are created and after they have performed the service imposed upon them, they cease to exist.

DUTIES OF THE ADVISORY BOARD

The Advisory Board of Directors of the Carmichael Recreation and Park District is responsible for the establishment and conduct of a recreation and parks program within the boundaries of the Carmichael Recreation and Park District. In exercising this responsibility, it may, as it chooses, delegate certain responsibilities to the District employees (see Sacramento County Resolution 2017-0010 for further detail).

RESPONSIBILITIES OF THE ADVISORY BOARD

Advisory Board members should provide leadership and be responsive to recreational needs and desires in the community.

Advisory Board members should be aware of the relationship of the recreation service to other community services. Programs should be coordinated with other youth-serving agencies such as the schools, other districts and Sacramento County Regional Parks.

Advisory Board members should keep abreast of changing conditions and continually reassess their efforts. Long range planning should include consultation with the Sacramento County Planning and Environmental Review Department and the Local Agency Formation Commission.

Advisory Board members should have the courage to resist pressures which would be detrimental to the community in terms of parks and recreation and insist upon high standards for their district, particularly in regard to competent professional personnel.

Advisory Board members must avoid any personal interest, financial or otherwise, direct or indirect, in any contract, purchase, sale, or other activity of the District. It is the duty of Advisory Board members to avoid

**Carmichael Recreation and Park District
ADVISORY BOARD TERMS OF OFFICE**

| Name | Term Begins | Term Expires | Term |
|-----------------------------------|----------------------|----------------------|------------------|
| Ives, Christopher (Chris) _Seat 1 | 02/23/21 | 06/30/24 | Partial |
| Leavitt, Joseph (Joe) _Seat 4 | 05/09/23 | 06/30/25 | Partial |
| Levine, Joel _ Seat 2 | 11/02/21 07/01/23 | 06/30/23 06/30/27 | Partial First |
| Mattos, Lisa _ Seat 5 | 06/04/24 | 06/30/27 | First |
| Ross, Martin _ Seat 3 | 01/24/23 | 06/30/25 | Partial |

**Carmichael Recreation and Park District
ADVISORY BOARD & COMMITTEES**

ADVISORY BOARD OF DIRECTORS FOR 2023-2024

| | |
|------------------|----------------|
| Director Carroll | Chair - Vacant |
| Director Ives | Vice-Chair |
| Director Levine | Secretary |
| Director Leavitt | Member |
| Director Mattos | Member |
| Director Ross | Member |

STANDING COMMITTEE ASSIGNMENTS FOR 2023-2024*

| | |
|----------------------------|-----------------------------------------------------------|
| Facility Committee | Director Ives, Chair Director Leavitt, Member |
| Personnel Committee | Director Levine, Chair Director Ross, Member |
| Budget Committee | Director Ives, Chair Director Carroll, Member - Vacant |
| Policy & Program Committee | Director Ross, Chair Director Leavitt, Member |

*Please note: According to the Bylaws the Chair attends and participates at a committee meeting when a regular committee member is unavailable.

AD HOC COMMITTEE ASSIGNMENTS FOR 2023-2024

| | |
|------------------------|-------------------------|
| District Administrator | Director Ives, Chair |
| Recruitment Planning | Director Levine, Member |

ADVISORY BOARD LIASONS FOR 2023-2024

| | |
|---------------------------|-----------------------------------------------|
| Carmichael RPD Foundation | Directors – Participation by Monthly rotation |
|---------------------------|-----------------------------------------------|