

# BOARD PERSONNEL COMMITTEE

of the Crockett Community Services District

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## MINUTES OF THE REGULAR MEETING ON JULY 8, 2025.

1. CALL TO ORDER - ROLL CALL: Chair Cusack called the meeting to order at 4:09. Chair Cusack, Board Vice President (VP) Spinner, former Board member Martinez, Crockett Sanitary Commissioner (CVSAN) Wais, and Ms. Wesselmann were present. District Secretary (DS) Rivas was present.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: Ms. Wesselman asked for clarification of who can cancel meetings. She suggested that Chairs should decide if a meeting is canceled, not Staff. DS Rivas reported that although the Committee was not informed ahead of time, a notice of cancellation was sent out within the 72-hour notice period required by the Brown Act, via the Personnel distribution list. The DS explained the agenda preparation process that includes the GM and Chairs. The General Manager may decide to cancel non-essential meetings; this helps control labor costs. Historically, the GM creates all agendas. The DS will present the policy of roles and authorities to all Commissions in a future meeting. The Board President has informed the Personnel Chair that the Committee should meet as often as necessary. VP Spinner concurred that attending meetings costs the District. Should a Commission/Committee wish to hold a non-essential meeting, a member of the Commission/Committee can take minutes and not need the DS to attend.
4. CONSENT CALENDAR: Approved as presented (Spinner 1<sup>st</sup>, Martinez 2<sup>nd</sup>, 5/0)
  - a. APPROVE MINUTES OF MAY 13, 2025:
  - b. RECEIVE REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD FOR MAY AND JUNE 2025: The DS read the Board actions that pertained to identifying the reviewers for the DS, noting that all Commissioners and Committees should partake in the process.
5. ADMINISTRATIVE:
  - a. SET A DATE TO RECEIVE ALL REVIEWS: The Committee selected July 31<sup>st</sup> as the deadline to receive the reviews, with a hard deadline of August 7<sup>th</sup> for late submissions. Forms received after this date will not be considered. The DS has printed the mailing envelopes, list of reviewers, the review form, and self-addressed envelopes. The self-addressed envelopes will be mailed to Chair Cusack's post office box. The sealed envelopes will be delivered to the Board President as directed at the May Board meeting. A motion was made to select July 31<sup>st</sup> as the deadline for reviews and a hard deadline of August 7 where no further responses will be considered. Approved. (Spinner 1<sup>st</sup>, Wesselman 2<sup>nd</sup>, 5/0)
  - b. REVIEW LIST OF REVIEWERS AND PREPARE EVALUATION FORMS FOR DISTRIBUTION FOR THE DISTRICT SECRETARY REVIEW: A motion to accept the reviewer list and add the Personnel Committee and the Crockett Police Liaison, and the forms with corrections passed. (Spinner 1<sup>st</sup>, Wesselman 2<sup>nd</sup>, 5/0)

6. MANAGERS' REPORTS/REPORTS FROM COMMISSIONERS: The DS reported that the GM has received five applicants for the Administrative Services Manager position with a range of backgrounds and is holding interviews on Thursday and Friday. The job announcement has been posted on the website for just shy of 30 days. The interviewers are the GM and a representative from Maze & Associates.
7. FUTURE AGENDA ITEMS / BOARD COMMENTS:
  - a. Debriefing of review process.
  - b. Discuss salary schedule policy.
  - c. Job posting policy.
8. ADJOURNMENT: The meeting was adjourned at 5:00 until August 12, 2025.

Respectfully submitted,  
Sonai Rivas, MBA  
District Secretary