BOARD PERSONNEL COMMITTEE

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, APRIL 8, 2025.

1. CALL TO ORDER: Chair Cusack called the meeting to order at 4:05. Present were Chair Cusack, Board Vice President (VP) Spinner, Crockett Sanitary Commissioner (CVSAN) Wais, Martinez, and Wesselmann. District Secretary (DS) Rivas was present.

2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.

3. PUBLIC COMMENT ON NON-AGENDA ITEMS: None.

4. CONSENT CALENDAR: Minutes for March 11, March 27, 2025, and Actions Taken by the Board were approved. (Wais 1st, Martinez 2nd, 5/0)

5. ADMINISTRATION:

   a. DISCUSS THE REVIEW FORM FOR THE DISTRICT SECRETARY: DS Rivas presented three different review forms and recommended using the version based on an existing form that the District has used. The Committee members collaborated on the edits and agreed on a final version. The form was developed to serve as a universal form that differentiates the reviewer. The DS was tasked with finalizing the form for distribution to the Committee for a final review.

      The review process was discussed: create a list of reviewers, label envelopes, create self-addressed envelopes to go to a committee member's PO Box, distribute review forms, collect and tally results, prepare report and present to the Board. The Board will review the employee in a closed session. Ensuring the confidentiality of the results was stressed.

6. REPORTS / COMMENTS FROM COMMITTEE MEMBERS AND STAFF: None.

7. FUTURE AGENDA ITEMS:
   a. Discuss salary schedule policy
   b. Job posting policy.

8. ADJOURNMENT: The meeting was adjourned at 5:30 PM until May 8, 2025.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary