



**DATE:** May 21, 2009

**TO:** Board of Directors

**FROM:** Pat O'Brien, General Manager

**SUBJECT:** Background Information for the May 28, 2009 Board Executive Committee Meeting

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**I. Board Operating Guidelines**

Dave Collins, AGM for Management Services, and Allen Pulido, Clerk of the Board, will make a presentation on this agenda item.

**BACKGROUND**

The Board Operating Guidelines was adopted by the Board of Directors to assist in the effective operation of the Park District--the Board of Directors, Management, and other Park District employees. The Board Operating Guidelines were last updated in March 2003. After review and analysis, staff has determined that it is necessary to revise the Board Operating Guidelines to ensure that it is in conformance with current Park District policies and practices, as well as governmental rules and regulations.

The Board Operating Guidelines have been updated by staff to reflect current law, statute, terminology, technology, prior Board action, and current administrative practice. A number of minor and/or editorial corrections are proposed as highlighted in the enclosed "red-lined" draft. (Attachment A). Several changes that are material and are of likely interest to the Board are also proposed, and outlined on the following table:

<b>PAGE</b>	<b>TOPIC/PROPOSED CHANGE</b>	<b>COMMENT</b>
7	Ward Boundaries	To reflect intent of process and availability of census information
11	Board President Signature Requirement	To comply with Public Resources Code sec. 5547
29	Ad hoc committees	To clarify responsibilities under the Brown Act

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General Manager

<b>PAGE</b>	<b>TOPIC/PROPOSED CHANGE</b>	<b>COMMENT</b>
30, 31, 32, 34	Board meeting structure / Board material distribution	To reflect current practice
42	Public speakers	To reflect current practice
44, 45	Budget Adjustments / Check Register Approval	To reflect intent of process and streamline administrative procedures
46	Increase in Check Amounts Requiring Original Signature	To account for year-by-year increases in disbursements and streamline administrative procedures
47	Board Compensation /Expense Reimbursement /Ethics Training	Adopted via Resolution 2007-1-20 on January 9, 2007
49	Increase in Reimbursement for Board Meal Expenses	Per most current IRS Publication 1542 for Oakland; places District on par with both EBMUD and AC Transit
56-58	Legislative Services Program	To reflect current practice
63	Board Committee Listing and Membership Term	To reflect actual committee definitions and activity; terms revised to coincide with Board Officers' terms of office (calendar year)
66	PAC Membership	Specifies maximum number of District retirees serving concurrently to sustain diversity of perspectives on the committee
76	Exceptions to Bidding	Addition of Commodities as defined to streamline purchasing procedures

### **RECOMMENDATION**

Staff recommends that the Board Executive Committee forward a favorable recommendation to the full Board to adopt the revisions to the Board Operating Guidelines.

### **2. Authorization to Obtain Out-of-State Criminal History Information for Employment Purposes**

Sonja Stanchina, Human Resources Officer, will make a presentation on this agenda item.

### **BACKGROUND**

Presently, the Park District conducts fingerprint checks through the State of California's Department of Justice on all new employees. The fingerprint check extends only to arrest and conviction records within the State of California. With society as mobile as it is today and people going to where the jobs are located, staff anticipates occasional occurrences of potential employees who have work experience outside of California.

As a public agency employer, the Park District desires to conduct a thorough background check on potential employees regardless of their recent state residence history. Staff cannot presently accomplish this on out-of-state candidates without the authorization of the Board to allow access to other states' Department of Justice records for employment purposes only.

### **RECOMMENDATION**

Staff recommends that the Board Executive Committee forward its recommendation to the Board of Directors that the Human Resources Division have authority to access out-of-state Department of Justice arrest and conviction records on prospective employees, who have significant out-of-state work histories. Staff estimates that cost increases from the proposed amendment would be less than \$500 per year. Funds are available in the budget.

### **3. 75<sup>th</sup> Anniversary “Diamond in the Rough” Planning Update**

Rosemary Cameron, AGM for Public Affairs, will make a presentation on this agenda item.

### **BACKGROUND**

This year's *Diamond in the Rough* event will jointly celebrate the Park District's 75<sup>th</sup> anniversary and the Regional Parks Foundation's 40<sup>th</sup> anniversary. The dinner is scheduled for Saturday, September 26<sup>th</sup> at Lake Temescal.

To date, 24 table sponsors have committed for a total value of \$103,500. Staff is currently focusing on doing follow-up with the 60 companies and individuals contacted to-date. Staff, working with Foundation board members, is also trying to identify other potential sponsors for contact. The most up-to-date list of sponsors will be provided at the meeting for information. In order to ensure that all event costs will be covered, along with some charitable funds (funds remaining after expenses will go to Campership and Environmental Restoration projects), staff believes that it will be necessary to raise approximately \$150,000 through table sponsorships and other underwriting support. While this is a challenging environment in which to raise funds, staff feels confident that it will be possible to both raise the support and host a dinner with 350-400 guests in attendance.

Graphic Designer Hillary Van Austen has been working on the designs for the invitations and other collateral. The designs will be shared with the Committee. Staff will also be reviewing the draft program for the event with the Board Executive Committee.