



BEAR VALLEY COMMUNITY SERVICES DISTRICT

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ADMINISTRATION COMMITTEE AGENDA October 11, 2018, 1:00 pm

ROLL CALL: Chair: Jay Carlyn; Vice-Chair: Steve Roberts
Staff: Bill Malinen, General Manager; Hamed Jones, Administrative Services
Director, Kristy McEwen, Secretary of the Board
Citizen Volunteers: Ken Ames, Sharon Groen

1. Approval of Agenda

2. Public Comments on Non-Agenda Items

Members of the public may address the Committee on items within its subject matter area which are not listed on this Agenda. The Committee cannot take action on any item that is not on the Agenda. The Committee or staff may briefly respond to statements made or questions posed, or may ask questions for clarification. These items may also be referred to staff or scheduled on a future Agenda. There will be a separate opportunity for public comment for each item on the Agenda.

3. Information & Discussion Items

A. General Manager Introduction & Discussion of Goals

- i. Communications
- ii. Training
- iii. Risk Management
- iv. Recruitment

A. Committee Overview

- i. Review past assignments and activities
- ii. Discuss objectives moving forward

B. Employee Handbook

4. Committee Member Comments

5. Staff Comments

6. Future Agenda Items

7. Adjournment: The next scheduled meeting of the Administration Committee is November 8, 2018 at 1:00 pm.

Signed October 5, 2018

Kristy McEwen, Secretary of the Board

INFORMATION REGARDING AGENDA ITEMS: Copies of the staff reports and other disclosable public records related to each open session item of business referred to on the Agenda are on file in the office of the District Secretary and are available for public information during regular business hours. Any person who has a question concerning any of the Agenda items may call the District Secretary at 661.821.4428.

ADA compliance statement: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District Secretary to the Board of Directors, Kristy McEwen, at 661.821.4428. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.