



BEAR VALLEY COMMUNITY SERVICES DISTRICT

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ADMINISTRATION COMMITTEE AGENDA December 18, 2019 11:00 am

Chair: Jane Baron; Vice-Chair: Terry Quinn
Staff: Bill Malinen, General Manager; Kristy McEwen, Secretary of the Board
Citizen Volunteers: Sharon Groen; Lisa Perez

1. **Approval of Agenda**
2. **Approve Minutes of the August 21, 2019 Meeting.**
3. **Public Comments on Non-Agenda Items**

Members of the public may address the Committee on matters within its subject matter area 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.

4. **Information & Discussion Items:**

- A. Personnel Policy Review & Recommendation
 - i. Review Section XII – XIV
 - ii. Review Sections XV - XVIII

5. **Policy & Procedure Manual for the Board of Directors**

- A. Board of Directors Travel, Training & Reimbursement Policy

6. **Committee Member Comments**

7. **Staff Comments**

8. **Adjournment:** The next regularly scheduled meeting of the Administration Committee is February 19, 2020.

Signed, December 11, 2019

Kristy McEwen

Kristy McEwen, Secretary of the Board