

EAST KERN CEMETERY DISTRICT MINUTES OF REGULAR BOARD MEETING

OCTOBER 21, 2019

The meeting was called to order by Chairman Victor Yaw at 4:57 pm.

ROLL CALL: Chairman Victor Yaw & Vice-Chairman Glenda Willie were present. Trustees: Buford Land, Harold Smith & Owen Carder were present. District Manager, Paul Holzer was present. The Pledge of Allegiance was led by Chairman Yaw.

PUBLIC PRESENTATION: There were none at this time.

APPROVAL of the AGENDA and MINUTES: Trustee Carder made a motion to approve the Agenda & Minutes as presented. Trustee Smith seconded. Roll Call Vote: Ayes – Yaw, Willie, Land, Smith & Carder. Motion carried.

APPROVAL OF MONTHLY BUDGET AND VOUCHERS: Trustee Smith made a motion to approve the monthly budget and vouchers #D092419 & D102219. Vice-Chairman Willie seconded. Roll Call Vote: Ayes – Yaw, Willie, Land, Smith & Carder. Motion carried.

MANAGER'S REPORT: The Manager informed the Board that:

- The District performed 2 burials since the last meeting (1T & 1Cr - MC)
- The 2018-2019 audit draft is complete and should be finalized soon.
- The approved Employee Handbook is complete (please discard previous version).

SAFETY REPORT: The Manager informed the Board that Safety Officer Harold Smith visited the facilities on Oct. 17. Mr. Smith verified the certification of the fire extinguishers and noticed the clean-up of the loft area in the shop. Additionally, personal protection equipment, continued chemical disposal and general equipment safety was discussed.

NEW BUSINESS: **A. ADOPT RESOLUTION 19-02 – EKCD POLICY & PROCEDURE:** The Manager presented the Board with the formal resolution to adopt the EKCD Policy & Procedure as discussed and amended at the previous meeting. Trustee Carder made a motion to approve Resolution 19-02. Vice-Chairman Willie seconded. Roll Call Vote: Ayes – Yaw, Willie, Land, Smith & Carder. Motion carried.

BOARD MEMBER ANNOUNCEMENTS: Trustee Smith debriefed the Board of his recent attendance of the CAPC conference in Ventura. He informed the Board how the Visalia Cemetery Dist. is purchasing homes around their district for income and possible future cemetery expansion. He also received a certificate from the CSDA for the Boards Role in Human Resources. Topics of the conference included recognizing the difference between districts and to be careful when using comparisons (salaries, benefits, budgets, etc.), extended sick leave, policies, human resources - bad/good, new-hire background checks, multiple burials (time management), endowment funds, etc. Chairman Yaw briefly read a letter from SDRMA praising the efforts of the District for 5 consecutive years of no claims. Additionally, he informed the Board of the Mojave Seniors Bake Sale Nov. 1 at Mission Bank from 1:00 to 2:00 pm, proceeds help fund their scholarship program.

ORAL COMMUNICATIONS: There was none at this time.

ADJOURNMENT: Trustee Carder made a motion to adjourn at 5:40 pm.

Respectfully Submitted by:
Paul Holzer,
District Manager / Board Secretary