



2950 PERALTA OAKS COURT P.O. BOX 5381 OAKLAND CALIFORNIA 94605-0381
 T. 1 888 EBPARKS F. 510 569 4319 TDD. 510 633 0460 WWW.EBPARKS.ORG



BOARD EXECUTIVE COMMITTEE

**Thursday, May 28, 2009
 12:45 p.m., Board Room**

The following agenda items are listed for Committee consideration. In accordance with the Board Operating Guidelines, no official action of the Board will be taken at this meeting; rather, the Committee's purpose shall be to review the listed items and to consider developing recommendations to the Board of Directors.

A copy of the background materials concerning these agenda items, including any material that may have been submitted less than 72 hours before the meeting, is available for inspection on the District's website (www.ebparks.org), the Headquarters reception desk, and at the meeting.

AGENDA

STATUS	TIME	ITEM	STAFF
(R)	12:45 p.m.	1. Board Operating Guidelines	Pulido/Collins
(R)	1:15 p.m.	2. Authorization to Obtain Out-of-State Criminal History Information for Employment Purposes	Stanchina
(I)	1:45 p.m.	3. 75 th Anniversary "Diamond in the Rough" Planning Update	Cameron
		4. Public Comments	

- (R) Recommendation for Future Board Consideration
- (I) Information
- (D) Discussion

Future Meeting Dates

June 25	July 23
Aug. 27	Sept. 24
Oct. 22	Nov. 24 (Tues.)

Executive Committee Members:

Ted Radke, Chair; Doug Siden; Ayn Wieskamp
 Beverly Lane, Alternate
 Pat O'Brien, Staff Coordinator

Distribution/Agenda

Carol Severin
 John Sutter
 Whitney Dotson
 Mike Anderson
 Tim Anderson
 Susan Gonzales
 Bob Doyle
 Ted Radosevich
 Carol Victor
 Erich Pfoehler
 Neva Dinwiddie
 Yolande Barial

Bruce Beyaert
 Afton Crooks
 Ralph Kanz
 Michael Kelley
 Judi Bank
 Daniel Levy
 Sylvia Falcon

Distribution/Full Packet

Ayn Wieskamp
 Doug Siden
 Ted Radke
 Beverly Lane
 Pat O'Brien
 John Escobar
 Dave Collins
 Allen Pulido
 Tyrone Davis – POA
 Dave Kalahale – Local 2428
 Dee Rosario – Local 2428
 Kelly Barrington – Local 2428

Rich Guarienti
 Norman LaForce

 Sonja Stanchina
 Susan Gonzales
 Rosemary Cameron

Board of Directors

Ted Radke President Ward 7	Doug Siden Vice-President Ward 4	Beverly Lane Treasurer Ward 6	Carol Severin Secretary Ward 3	John Sutter Ward 2	Whitney Dotson Ward 1	Ayn Wieskamp Ward 5	Pat O'Brien General Manager
----------------------------------	--	-------------------------------------	--------------------------------------	-----------------------	--------------------------	------------------------	--------------------------------

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

Park Advisory Committee

Appendix D, item A - Composition, Nominations and Appointments

On behalf of Director Carol Severin, Director Ayn Wieskamp brought forward a memo regarding PAC memberships; it suggested that there be a limitation on the number of PAC members coming from one organization/group in order to preserve the integrity and sustain diversity of perspectives on the committee. GM O'Brien clarified that Director Severin's main concern that more District retirees are being appointed to the PAC (there are currently three retirees). He agreed that it is sometimes difficult to fill slots, and when retirees volunteer, it is sometimes the easy choice.

PAC Chair Rich Guarienti commented that he likes the diversity of the current PAC membership. He stated, however, that he does support the idea of placing a limit on the number of PAC members coming from a specific group, such as retirees for example, to maintain the broader citizen interest.

Director Siden agreed that the retirees are members of the community as well, but also agreed with Chair Guarienti's assertion that diversity of community opinion was an important factor.

Director Wieskamp commented that she appointed a District-retiree to the PAC as an example of a former employee who she thought would be of good value to the group.

Director Radke suggested a four person limit; after some discussion, the Committee agreed that there be a limit of three former District employees serving on the PAC at any time.

Open Board Meetings
Item V.A.1.c – Consent Calendar

Director Siden spoke about the proposed change to item V.A.3-c Consent Calendar item on page 30 and suggested that the wording be changed from the suggested “shall endeavor” to “are encouraged” to contact staff in advance.’

Rules and Provisions for Board Member Compensation and Reimbursement
Item IX.C.4 – Meals

Director Siden, in reference to the Per Diem amount for meals, asked for clarification as to whether the Per Diem amounts refer to the maximum amount of expenditure allowed in one day regardless of what each meal costs or to maximum amounts per meal, e.g. could funds be used less at one meal and more on another. Assistant District Counsel Carol Victor stated that staff would have to look at the specific laws before any formal policies were suggested; public perception of responsible spending was mentioned as a priority.

Director Radke suggested that the policy in the guidelines remain as written unless another viable option can be suggested.

Appendix B – Board Committees

AGM Collins clarified the definition of JPA’s versus Liaison Committees, and stated that the suggested re-classifications are meant to reflect the proper designations.

Director Siden stated that the Coliseum Commerce Center Advisory Committee should be reinstated as it has recently been activated. He also clarified that the MLK Freedom Center Board is now a self-electing Board and is no longer a liaison committee. It will be left on the list until the end of the year when Director Siden is no longer a District representative.

Director Radke notified the group that the Carquinez Preservation Trust has been meeting, with Kathy Hoffman of Congressman Miller’s office as the staff person.

Appendix D – Park Advisory Committee: Item G – Meetings

Chair Guarienti requested, and the Committee agreed, to restore the previously deleted provision that the PAC Executive Committee Subcommittee meet once a year.

Moved by Director Wieskamp and seconded by Director Siden, the Board Executive Committee favorably recommended that the full Board 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, explained that the Park District conducts fingerprint checks through the State of California's Department of Justice for 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 relocating for job opportunities, 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-related purposes only.

Moved by Director Siden and seconded by Director Wieskamp, the Board Executive Committee favorably recommended to the full Board 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.

3. 75th Anniversary "Diamond in the Rough" Planning Update

Rosemary Cameron, AGM for Public Affairs, discussed this year's *Diamond in the Rough* event. It will jointly celebrate the Park District's 75th anniversary and the Regional Parks Foundation's 40th anniversary. The dinner is scheduled for Saturday, September 26th 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 was provided, as was the most recent collateral. AGM Cameron had hoped to put an initial public announcement in the e-newsletter (which for the summer, is once a month). About 150 "Save the Date" invites have gone out.

All planning, while tasteful, will also be mindful of the current economic conditions and not extravagant.

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 very 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. She explained the imagery and look that the collateral will have.

Director Siden commended the Public Affairs staff for their diligent planning and the group agreed that the graphic design looked great.

Director Wieskamp offered to talk to the director of the wine growers association about a possible discount for beverages at the celebration.

This was an informational item only; no action was required.

Public Comments

Chair Rich Guarienti mentioned his thoughts about the different kinds of volunteers that the District has. He asked whether there was such a thing as a “manual” for volunteer.

GM O'Brien answered that all people who coordinate volunteers meet on a regular basis, and the District does have some guidelines, but he will check on the specifics of that for Chair Guarienti.

The meeting was adjourned at 1:55 pm.