

**HESPERIA RECREATION AND PARK DISTRICT  
BOARD OF DIRECTORS  
PERSONNEL COMMITTEE MEETING  
Monday, November 25, 2019 - 6:00 p.m.  
Lime Street Park Community Center, 16292 Lime Street, Hesperia, CA 92345**

**MINUTES**

**CALL TO ORDER**

Meeting was called to order at 6:16 p.m. by Director Irish.

**A. Attendance**

Board Committee Members: Gonzalez, Irish

District Staff: Etchepare, Wyzlic

Guests: None

**MESSAGE TO THE PUBLIC/PUBLIC COMMENT**

- No public comment made.

**DISCUSSION/ACTION ITEMS**

**B. Employee Handbook Review - General**

- The current Employee Handbook was discussed with the committee to include policy areas that are limited in content and open for interpretation. During the discussion, Etchepare presented a sample from the CSDA Sample Policy Handbook and was provided direction to use the sample handbook as a foundational tool in the updating of the District's Employee Handbook.

**B1. Immediate Revision Recommendations - Open Door Policy, Sick Leave Policy, Vacation Accrual Policy**

- Wyzlic presented the updated policy sections to the committee for review. The committee recommended the updates be presented to the Board at the December BOD Regular Meeting.

**C. Interim Organizational Chart**

- Etchepare reviewed with the committee the District's Management and Human Resources Organizational Chart as presently included in the Employee Handbook. She recommended that the organizational chart be revised to include all District staff. Further, she presented a draft Interim Organizational Chart to the committee for review.

**D. Overview - Job Descriptions**

- Etchepare reviewed with the committee an overview of various District job descriptions as well as a brief timeline on how staff will be working to refine and address updating job descriptions beginning in January 2020.

The committee will begin with the review of the job description for the position of General Manager in advance of the next Personnel Committee meeting scheduled for Wednesday, January 29, 2020, at 6:00 p.m.

E. Overview - Park Ranger Program

- Etchepare reviewed Inter-Office Memo Subject: Park Ranger Program Overview with the committee highlighting major changes that had taken effect with the program since October 2017 and related areas in need of development.

**ADJOURNMENT**

Meeting was adjourned by Director Irish at 7:03 p.m.