VISALIA PUBLIC CEMETERY DISTRICT
BOARD OF TRUSTEES MONTHLY MEETING
WEDNESDAY, JANUARY 25, 2023 9:00 A.M.

MINUTES

Trustees Philpot, Ouzounian, Link and Johnson, Interim District Manager Lopez, Board Secretary Stallions, Office Supervisor Resendiz were all present. Chair Johnson called the meeting to order at 9:02am. Alexander arrived at 9:10am	**CALL TO ORDER AND RECORD OF ATTENDANCE**
Ryan Brannon from GSRMA came to introduce himself as our new representative of GSRMA.	**Public Comment**
Consent item ck # 2379 pulled for $5440 Herr, Pederson & Berglund, LLP change wording to, Potential Sale or Demo not Building cost. **Nov 30 minutes pulled for Other Board Matters. Johnson asked if we have done an increase to match the $40 increase to match the VGM. Per Lopez no increase currently. We will be working on that with the budget.** **MMSC Ouzounian/Philpot All ayes to accept Consent items as changed and clarified.**	**Consent Items: Meeting Minutes 11/30, 12/7, & 12/15, Burial count, workload report, Manager report, Strategic plan update**
We received a final billing of $4800 from Brown Armstrong. We requested an itemized breakdown of the charges. They could not provide. The bill was removed and written off per Mr. Young. RT Dennis will still be finishing the Audit for our office. It will be closer to the end of February when he can make it to our office. But we are still on target for early March for completions.	**Audit Update**
Walter Deissler to take site plans to planning commission in February or March.	**New office Update**
Discussion of rejoining Pacific employers for our H.R. needs. **Motion made for Interim Manager is to try to negotiate a lower rate. If cannot, then Interim Manager can accept the contract at the $130 a month.** **MMSC link/Ozounian All ayes to accept motion as presented.**	**Discussion & approval of Pacific employer contract**
Discussion on the job description as it is presented currently. Requested to have removal of Desirable Qualifications page, replace Office Manager with Office Supervisor. Interim Manager to work with personnel committee and table until next meeting.	**Office Supervisor job description**
Reviewed other Cemetery cameras policies. Need to investigate more before a policy or decision is made. Will discuss more later date and time.	**Camera policy review**
Request for Profit & Loss Prev Year Comparison report to be in Board Package when not running Quarterly reports. **MMSC Link/Alexander All ayes to accept the reports as presented**	**Financials and credit card statement review for Nov & Dec 2022**

Trustee Alexander wanted to make sure we are notifying the families of assistance with burial services related to Covid 19. Was advised the staff is currently doing so.	**Covid 19 funeral expense assistance from Federal Government**
Lopez - Discussion of Jensen vs Christy Vaults and price increase. Interim Manager will continue to get more information and present at next meeting. **Philpot- Concern over the chairs in the Chapel getting sun faded. Looking into what we can do to prevent this maybe moving them, a shade or screen.** **Philpot – Presented a COS ad for Kick Start Meeting for Managers. Board would like Interim Manager to attend.** **Link- Breakdown of what is in our Acct #2175 (Publicity/Notices). This needs to be sent to Link/Alexander for review.** **Lopez – Continue to work with GSRMA and Echelon on the language of the contract for the Cemetery Ground Security.** **Johnson – Interim Manager to adjust the Organizational Chart for the office. Add solid and dotted lines where need be and return to Board at next meeting.**	**Other Board matters**
Entered Closed Session at 10:56am **No action taken**	**Closed Session – Employee Notice & discussion with Interim Manager**
There being no further business the meeting was adjourned at 11 am.	**Adjournment**
1/25/2022 **Tom Johnson, Board Chair** **Domingo Lopez, Interim Manager** **Jenn Stallions, Board Secretary**	
All trustees attended 60% or more of the meeting.	