

Minutes

Roseville Public Cemetery District
Board of Trustees
Regular Meeting
Thursday, February 09, 2023
5:00 p.m.
District Office

The regular meeting of the Roseville Public Cemetery District Board of Trustees was held at the District Office, located at 421 Berry Street, Roseville, California, 95678.

A. **CALL TO ORDER:**

Chairman Howe called the meeting to order at 5:00 p.m.

B. **ROLL CALL:**

Members present: Fratis, Howe, Alameida, and Parola

Absent: Gould

Also present: District Manager Forrey and Office Manager Riley

C. **PUBLIC COMMENTS:**

No Public Comments

D. **APPROVAL OF MINUTES:**

Approved minutes of January 12, 2023

E. **CONSENT AGENDA:**

A motion was made by Alameida and seconded by Parola to approve the January Consent Agenda. The motion passed 4-0.

F. **CORRESPONDENCE**

G. **BOARD DISCUSSION & POSSIBLE ACTION ITEMS:**

OLD BUSINESS:

1. Family Section:

We need to compact dirt. Will possibly have a special meeting to discuss contractor.

G. **BOARD DISCUSSION & POSSIBLE ACTION ITEMS:**

NEW BUSINESS:

2. Casket Grave Policy:

A motion was made by Alameida and seconded by Fratis to approve the Casket Grave Policy. The motion passed 4-0.

G. **BOARD DISCUSSION & POSSIBLE ACTION ITEMS:**

NEW BUSINESS CONTINUED:

3. Job Descriptions:

A motion was made by Alameida and seconded by Parola to approve the 4 changes to the current job descriptions. The motion passed 4-0.

4. Personnel Policy Manual:

A motion was made by Alameida and seconded by Fratis to approve the New Personnel Policy Manual. The motion passed 4-0.

5. Security:

A motion was made by Alameida and seconded by Parola to approve Blue Knight Security and Patrol as our new security. The motion passed 4-0.

6. Wage Scale:

A motion was made by Parola and seconded by Alameida to approve the changes to the wage scale. The motion passed 4-0.

7. Website:

A motion was made by Alameida and seconded by Fratis to approve Streamline for our new Website. The motion passed 4-0.

H. **INFORMATION ITEMS:**

8. District Manager's Report:

- a. Safety Meeting: January's Safety meeting was on chainsaw safety.
- b. Form 700: Due April 1st
- c. Maintenance Worker I Position: We have posted an opening.
- d. Strategic Planning Meeting: February 23, 2023 9 am
- e. Interment Verification Procedure: We have implemented this new procedure to ensure our checks and balances.

I. **RECESS TO CLOSED SESSION**

J. **CLOSED SESSION:**

9. PERSONNEL: Pursuant to Gov. Code §54957:

The Board will meet in Closed Session to consider the appointment, employment, evaluation of performance, discipline, resignation, retirement, dismissal, and/or complaint of a public employee(s).

K. **RECONVENE TO OPEN SESSION**

L. **REPORT ANY ACTION TAKEN IN CLOSED SESSION:**

An employee's dismissal was discussed, and no action was taken.

M. **BOARD MEMBER'S COMMENTS:**

No Comments

N. **CHAIRPERSON'S COMMENTS:**

Plan for the Strategic Planning Meeting

O. **ADJOURNMENT:**

The meeting was adjourned at 5:46 p.m. The next regular meeting will be held on March 9, 2023.

Secretary, Board of Trustees
Roseville Public Cemetery District