

# Artesia Cemetery District

Meeting Location: 11142 Artesia Blvd., Cerritos, CA 90703

## Board of Trustees

Acting Chair, Trustee Rene Treviño    Trustee Linda Gonzalez    Trustee Michael Wada  
Trustee Osvaldo Palhinha    Trustee Allison Stewart

## District Manager

Antonio Mendoza

## REGULAR MEETING OF THE BOARD OF TRUSTEES

### AGENDA

Thursday December 12, 2019

*PLEASE REFRAIN FROM USING CELL PHONES AND SILENCE ALL ELECTRONIC COMMUNICATION DEVICES  
WHILE THIS PUBLIC MEETING IS IN SESSION.*

### 4:00 P.M. CLOSED SESSION

**CALL TO ORDER-** Acting Chair

**ROLL CALL-** Secretary

### **PUBLIC COMMENTS ON CLOSED SESSION ITEMS**

This time is for members of the public to address the Board of Trustees on any item on the Closed Session agenda. There is a three-minute time limit.

### **RECESS TO CLOSED SESSION**

1. Conference with Legal Counsel--Potential Initiation of Litigation Pursuant to Government Code Section 54956.9 (4) One Potential Case

### **RECONVENE TO OPEN SESSION**

### **ORAL CLOSED SESSION ANNOUNCEMENT AND/OR ACTION FROM CLOSED SESSION TO BE TAKEN IN OPEN SESSION**

### REGULAR BOARD OF TRUSTEES MEETING

*(Immediately following closed session)*

**CALL TO ORDER-** Chair

**ROLL CALL -** Secretary

**PLEDGE OF ALLEGIANCE-** Trustee

**INVOCATION-** Trustee

**AGENDA-** Approval of Agenda

### **PUBLIC COMMENT - Three Minute Limit**

The Artesia Cemetery District Board of Trustees encourages interested members of the public to address the Board on any matter or issue that is within the subject matter jurisdiction of the District. At this time, members of the public are invited to address the Board concerning any items on the Agenda, or on any other matters that are not on the Agenda but are within the subject matter jurisdiction of the District. If you discuss a matter that is not listed on the Agenda, state law prohibits the Board from discussing or taking any action on such matter during this meeting. No discussion or action will be taken on any items that are not on the Agenda.

In compliance with the Americans with Disabilities Act, if you need special assistance in this meeting, please contact the General Manager at (562) 865-6300 or [info@artesiacementerydistrict.com](mailto:info@artesiacementerydistrict.com). Notification 48-hours prior to the meeting will generally enable District staff to make reasonable arrangements to ensure accessibility. (28 CFR 35.102.35.104 ADA Title II)

All supporting documentation is available for public review at the Artesia Cemetery District Office located at 11142 Artesia Boulevard Cerritos, CA 90703 during regular business hours, 9:00 a.m. – 4:00 p.m., Monday Friday. Agenda items are also available online at [www.artesiacementerydistrict.com](http://www.artesiacementerydistrict.com).

## DISTRICT MANAGER'S REPORT

D1. ACD Update

D2. FINANCE/TREASURER'S REPORT

DM Monthly Financial Report: November 2019 Sales Report/ Monthly Balance Sheets

## CONSENT ITEMS

C1. MINUTES: November 13, 2019 Board of Trustees Regular Meeting Minutes  
*Recommendation:* Staff recommends that the Board review, make edits, and approve minutes of the Regular Board Meeting of November 13, 2019.

C2. MINUTES: November 27, 2019 Board of Trustees Regular Meeting Minutes  
*Recommendation:* Staff recommends that the Board review, make edits, and approve minutes of the Regular Board Meeting of November 27, 2019.

C3. ACD ORGANIZATIONAL CHART

C4. BOARD POLICY MANUAL ADOPTION

C5. EMPLOYEE MANUAL ADOPTION

- RESOLUTION 2019-009 VEHICLE USE POLICY
- RESOLUTION 2019-010 AT-WILL EMPLOYMENT POLICY
- RESOLUTION 2019-011 WORKPLACE VIOLENCE POLICY
- RESOLUTION 2019-012 HOLIDAY LEAVE POLICY
- RESOLUTION 2019-013 EQUAL EMPLOYMENT OPPORTUNITY POLICY
- RESOLUTION 2019-014 DRESS AND GROOMING POLICY
- RESOLUTION 2019-015 EMERGENCY LEAVE POLICY
- RESOLUTION 2019-016 VOTING TIME POLICY
- RESOLUTION 2019-017 OUTSIDE EMPLOYMENT POLICY
- RESOLUTION 2019-018 IMMIGRATION REFORM AND CONTROL ACT POLICY
- RESOLUTION 2019-019 PAY DAY POLICY
- RESOLUTION 2019-020 JURY DUTY POLICY
- RESOLUTION 2019-021 BEREAVEMENT LEAVE POLICY
- RESOLUTION 2019-022 DEATH PROVISION POLICY
- RESOLUTION 2019-023 EMPLOYMENT OF RELATIVES POLICY
- RESOLUTION 2019-024 OVERTIME POLICY
- RESOLUTION 2019-025 FAMILY CARE AND MEDICAL LEAVE POLICY
- RESOLUTION 2019-026 PREGNANCY DISABILITY LEAVE POLICY
- RESOLUTION 2019-027 MEDICAL INFORMATION CONFIDENTIALITY PROCEDURES (HIPAA) POLICY
- RESOLUTION 2019-028 PERSONNEL RECORDS POLICY
- RESOLUTION 2019-029 RESIGNATION POLICY
- RESOLUTION 2019-030 LAYOFF POLICY
- RESOLUTION 2019-031 STATE DISABILITY INSURANCE (SDI) POLICY

- RESOLUTION 2019-032 PROBATIONARY PERIOD
- RESOLUTION 2019-033 UNAUTHORIZED ABSENCES POLICY
- RESOLUTION 2019-034 WORKPLACE SEARCHES AND INSPECTION POLICY
- RESOLUTION 2019-035 CONFIDENTIAL EMPLOYEE POLICY
- RESOLUTION 2019-036 CELL PHONE AND WIRELESS DEVICES POLICY
- RESOLUTION 2019-037 COMPUTER SYSTEMS INSPECTION POLICY
- RESOLUTION 2019-038 GROUNDS FOR DISCIPLINE POLICY
- RESOLUTION 2019-039 WORKERS' COMPENSATION INSURANCE POLICY

**ACTION ITEMS**

- A1. BOARD OF TRUSTEES ELECTION OF OFFICERS
- A2. RESOLUTION 2019-040 INTERMENT RIGHTS POLICY
  - a) ELIGIBLE NONRESIDENTS POLICY
- A3. RESOLUTION 2019-041 PURCHASE AND REPURCHASE OF INTERMENT SITES/SPACES AND RELATED SERVICES POLICY
- A4. RESOLUTION 2019-042 COMPENSATORY TIME OFF POLICY
- A5. RESOLUTION 2019-043 ADOPTING A RULES OF CIVILITY AND DECORUM POLICY
- A6. ACD ANNUAL REPORT DISCUSSION FOR POTENTIAL ANNUAL ACD REPORT

**BOARD COMMENTS**

This is the time for additional general comments and/or other issues of concern to the Board of Trustees that may briefly be presented at this time.

**ADJOURNMENT**

The next Regular Meeting of the Board of Trustees will be held on Thursday, January 9, 2020, at 4:00 p.m., at the District Office, located at Artesia Cemetery District, 11142 Artesia Boulevard, Cerritos, CA 90703.

**CERTIFICATION**

I, Antonio Mendoza, General Manager of the Artesia Cemetery District, do hereby certify that a copy of the foregoing agenda was posted at Artesia Cemetery District, 11142 Artesia Boulevard, Cerritos, California, and on the District's website at least 72 hours prior to the time of this regular meeting.

**Date:** Monday, December 9, 2019

  
 Antonio Mendoza, District Manager