

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

MINUTES

Wednesday November 27, 2019

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

9:30 A.M. CLOSED SESSION

CALL TO ORDER

Acting Chair Treviño called the meeting to order at 9:54 a.m.

ROLL CALL

All Board of Trustees were present.

PLEDGE OF ALLEGIANCE

Trustee Wada led the Pledge of Allegiance

INVOCATION- Trustee Gonzalez led the invocation.

AGENDA

Trustee Wada motioned to approve the Agenda. Trustee Gonzalez seconded. Unanimous approval.

PUBLIC COMMENT No public comments.

STUDY SESSION ACTION ITEMS:

District Manager Antonio Mendoza provided direction and the reason(s) for adopting a Board Policy Manual and Employee Handbook; there is no board manual in existence; Board will set the foundation to conduct their own business with some parameter and clarity; we have an employee handbook that has been passed on and has not been updated; going through the individual issues with the Employee Manual will help us create one that will be up to date and specific to what the employees do; reviewed the layout of the Board Policy Manual.

Board introduced themselves to new Board Trustee Allison Stewart.

A1. BOARD POLICY MANUAL

Board of Trustees reviewed the Board Policy Manual template provided by the District Attorney

Break 11:14 a.m. - 11:27a.m.

A2. EMPLOYEE HANDBOOK

District Manager reviewed the Employee Handbook Policy Resolutions with the Board of Trustees; a few of the Resolutions have already been adopted.

Acting Chair Trevino adjourned the meeting at 12:30 p.m. to the Regular Board of Trustees Scheduled Meeting of Thursday, December 12, 2019, 4 p.m.