PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Yesenia Baltierra, Business Manager

SUBJECT: **Security Camera System Replacement**

DATE: July 18, 2011

BACKGROUND

At the April 7, 2011 Work Session and the April 18, 2011 Library Board of Trustees regular meeting, library staff presented the need for a new security camera system to replace the current malfunctioned system with a supplier that is no longer in business. The security system consisted of a digital recorder, seven (7) cameras and monitor.

Surveillance cameras provide security and protection of the Placentia Library's resources including staff, collection, equipment, furnishings, and documents. The benefits of surveillance cameras include:

- Prevention and deterrence of theft and illegal activities
- Security management
- Reduction in insurance premiums
- Documentation and data of activities during and after library hours

There have been recent requests from the police department for images and recordings of activities in the library and unfortunately we were unable to meet their requests due to the failure of the current surveillance cameras. For the safety of our staff, volunteers, patrons, collection, documents, and facility, it is recommended that a new security camera system be considered to replace the current malfunctioned system.

Fiscal Impact: $5,500 plus $600 a year for maintenance.

RECOMMENDATIONS

1. Discuss the need for a security camera system replacement and related issues based on information presented: and,
2. Authorize library staff to seek proposals for a security camera system replacement.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Jeanette Contreras, Library Director

FROM: Yesenia Baltierra, Business Manager

SUBJECT: **Amendment to Resolution 12-01: An Amended Resolution of the Board of Trustees of the Placentia Library of Orange County to Adopt Fiscal Year 2011-2012 Budget for the Placentia Library District of Orange County**

DATE: July 18, 2011

BACKGROUND

At the Library Board of Trustees Meeting held on June 20, 2011, the Library Board of Trustees approved the Budget for Fiscal Year 2010-2011 for operations. The Amended Resolution 12-01 reflects the correct number based on the latest information from the County of Orange which includes surplus from past fiscal year budgets.

Attachment A is the Amended Resolution 12-01.

RECOMMENDATION

1. Motion to read Amended Resolution 12-01 by title only: An Amended Resolution of the Board of Trustees of the Placentia Library District of Orange County to Adopt Fiscal Year 2011-2012 Budget for the Placentia Library District of Orange County

2. Motion to adopt Amended Resolution 12-01 by roll call vote.

RESOLUTION 12-01

AN AMENDED RESOLUTION OF THE BOARD OF TRUSTEES OF THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY TO ADOPT FISCAL YEAR 2011-2012 BUDGET FOR THE PLACENTIA LIBRARY DISTRICT OF ORANGE COUNTY

WHEREAS, the preliminary budget for the Placentia Library District of Orange County for Fiscal Year 2011-2012 was approved at the Regular Meeting of the Board of Trustees on May 16, 2011, and Resolution 12-01 has been amended to reflect the corrected approved budget on July 18, 2011; and

WHEREAS, all sources of income have been identified to support said budgets.

THEREFORE BE IT RESOLVED, that the Placentia Library District of Orange County Board of Trustees adopts the amended budget for Fiscal Year 2011-2012, and implements such on July 1, 2011 at the amount of $3,432,303 for Fund Budget 707.

AYES:

NOES:

ABSENT:

ABSTAIN:

State of California)
)ss.
County of Orange)

I, Richard DeVecchio, Secretary of the Board of Trustees of the Placentia Library District of Orange County hereby certify that the above and foregoing Resolution Amendment was duly and regularly adopted by the Board of Trustees at a Regular Meeting hereof held on the eighteen day of July 2011.

IN WITNESS THEREOF, I have hereunto set my hand and seal this eighteen day of July 2011.

_____

Richard DeVecchio, Secretary
Board of Trustees of the Placentia Library District

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Liebert Cassidy Whitmore Consortium Training**

DATE: July 18, 2011

BACKGROUND

Liebert Cassidy Whitmore (LCW) is a labor and employment law firm that has represented public sectors for 30 years. They also conduct training throughout the state on a variety of education, management, and employment law issues. Over 500 agencies in California have participated in LCW's Employment Relations Consortium (ERC).

ERC is a group of 8 to 20 agencies that join together for the purpose of securing quality employment relations training. Orange County's ERC is called the Orange County Human Resources Consortium which consists of most municipalities including Placentia, Anaheim, Buena Park, Garden Grove, Fullerton, Irvine, Mission Viejo, Villa Park, Orange County Fire Authority, Orange County Superior Court, Municipal Water District of Orange County, Orange County Sanitation District, and many more.

The annual cost to participate in the ERC is $2,759 which covers the following benefits:

- Five (5) full days of training or ten (10) ½ days of training, unlimited attendance
- Reference materials for all workshops
- Copy of LCW's monthly newsletter
- Complimentary telephone consultation

The next workshop will be held on September 15, 2011 in Costa Mesa, with two topics to be presented: "The ABC's of Sustaining Discipline" and "Terminating the Employment Relationship".

Attachment A is Liebert Cassidy Whitmore's Resume
Attachment B is the 2011 Workshop Schedule
Attachment C is the Master Workshop Topics List
Attachment D is the Orange County ERC Membership List

Fiscal Impact: $2,759

RECOMMENDATION

Authorize the Placentia Library District to enroll in the Liebert Cassidy Whitmore's Consortium Training to provide quality employment relations training for library staff.

LCW LIEBERT CASSIDY WHITMORE

Firm Resume

A PROFESSIONAL LAW CORPORATION

EMPLOYMENT LAW | LABOR RELATIONS | EDUCATION LAW | MANAGEMENT TRAINING

www.lcwlegal.com

With offices in Los Angeles, San Francisco, Fresno, and San Diego, Liebert Cassidy Whitmore provides services for a majority of cities, counties and community colleges as well as a substantial number of school districts in California. The Firm is a full service employment and labor relations law firm providing expert consultation, representation, litigation, negotiation and investigation services to public agency management. In addition, the Firm produces a wide-range of dynamic management training workshops and seminars in employment and labor relations issues to cities, counties, courts, special districts, schools, community college districts, and state universities.

Negotiation Services

Members of Liebert Cassidy Whitmore have successfully negotiated thousands of labor agreements for cities, counties, special districts and school and college districts. The agreements negotiated on behalf of these and other public employers, depending upon the particular philosophy and circumstances of a given agency, have run the gamut from brief understandings limited to benefit items to comprehensive labor agreements that define substantially all terms of employment. These comprehensive MOU's, through management rights, waivers and "zipper" type clauses, provide protection to management's ability to manage the agency. Members of the firm are experienced in collaborative/interest based bargaining techniques as well as the more traditional labor negotiations approach.

In addition to conducting negotiations for public employers, we continually work with public agencies that employ staff personnel to do their own negotiations. This arrangement has involved all aspects of consultation and related services, including writing initial bargaining proposals, reviewing counter-proposals, providing training and advice concerning negotiating strategies, and giving general advice when particular problems arise.

Negotiating Impasses

Services provided by members of the firm have included direct participation, as well as general consultation in hundreds of mediation, fact-finding and arbitration proceedings.

Strikes

We have worked with many public sector clients in contingency planning for job actions and in assisting them in strike-related activities. A firm partner co-authored the "Management Strike Handbook" published by the International Personnel Management Association.

Contract Administration and Grievance Handling
The firm has extensive experience in the area of grievance administration, ranging from giving advice at the administrative levels of the grievance process through litigating arbitration cases.

Public Employment Relations Board Representation
Members of the firm have had many years of experience representing our clients in all phases of PERB proceedings, from consultation and responses to Unfair Labor Practice claims through PERB hearings and court appeals. A firm partner served as counsel to the PERB Board's first Chairperson as well as serving as a PERB Administrative Law Judge. Another firm partner served as a representative of the League of California Cities and the California Association of Counties in the legislative and administrative proceedings in connection with the PERB assuming jurisdiction over local agency employment relations.

Our Approach to Negotiations

- We work with and for the chief administrative official and his/her designated staff, and through him/her with the Governing Body. We provide professional advice to assist the agency in determining its policy goals and objectives, which then become our goals and objectives; we see our job as applying our best efforts and skills to achieving them.

- We believe in carefully organizing for negotiations, with goals and objectives kept well in mind. The negotiating process, we believe, consists of definable stages, from preparatory activities to the preliminary bargaining phases, "hard bargaining," and finally to agreement, impasse procedure, or work action. Each stage of the process requires an organized approach in order to maximize the chances of attaining bargaining objectives.

- Our philosophy is not one of "union busting," but rather one of using a professional approach that seeks to achieve and maintain professional relationships, notwithstanding the adversarial aspects of the process.

- We call to the attention of our clients that in return for agreeing to competitive benefit adjustments, it is reasonable for them to seek to contractually protect and maximize their management discretion to set standards of service and retain the prerogative to direct, assign, and stimulate employees to meet them.

- We see the conclusion of negotiations as the beginning for establishing a constructive employer-employee organization-employee relations structure, which

requires management training and ongoing involvement with agency management on our part.

- While one member of the firm handles a particular negotiating unit, at least one other designated attorney will be kept advised so that at all times the client has access to an attorney who is familiar with the status of the situation in each bargaining unit.

Local Agency Employment Law Services

We have worked closely with city attorneys, county counsels and general counsels, and have directly handled the representation for our local agency clients in literally hundreds of legal proceedings before civil service and personnel boards, arbitrators, the Public Employment Relations Board (PERB), state and federal EEO and other administrative agencies and the courts. These proceedings have covered the full spectrum of employer-employee relations matters, including such matters as civil service appeals, recognition and unit representation matters, unfair labor practice charges and related negotiating issues, employment discrimination matters, pension and disability issues, wrongful termination and Fair Labor Standards Act claims.

Investigations Practice Group

The firm's Investigation Practice Group specializes in investigating allegations of discrimination, harassment and other misconduct. Our investigative practice primarily serves private sector employers and public sector agencies that are not already firm clients. However, we also represent current clients on a case-by-case basis depending upon the specific facts and allegations at issue.

Because of confidentiality issues, we do not identify those employers for whom we have conducted outside investigations. We have conducted investigations for organizations in the hospitality, legal and trade industries as well as public sector agencies.

We continue to publish articles and present workshops on the topic of investigations. Our workshops identify the key components of a successful investigation including how and when to begin an investigation, who should conduct the investigation, how to maintain confidentiality, how to organize and execute an effective investigation, and how to evaluate the facts and take corrective action once the investigation is completed.

Audit Services

By virtue of the public agency background of members of the firm, we have extensive experience in developing local agency Employer-Employee Relations Resolutions/ Ordinances and personnel policies and procedures. A firm partner developed the League of California Cities Sample Employer-Employee Relations and Personnel Policies and Procedures Ordinances. The firm does extensive work in reviewing agency civil service/personnel policies and rules to assure continuing consistency with the ever-changing dictates of EEO and affirmative action, labor relations and other laws and administrative regulations.

Members of the firm conduct comprehensive audits regarding agency's compliance with the Fair Labor Standards Act (FLSA). Additionally, the firm publishes a comprehensive guide, "Fair Labor Standards Act: A Public Sector Compliance Guide," that serves as a reference to agencies across the country.

To learn more about the FLSA Audits, log onto www.FLSAaudit.com where you can find detailed information about what an FLSA audit entails.

Retirement Practice

The firm provides advice and counsel to public agencies regarding the laws and regulations of public employee retirement plans, including PERS, the County 1937 Retirement Act, and local agency retirement laws, as well as on retiree health insurance issues. The firm defends public agencies that are sued regarding retirement issues, defends public agencies and their employees and retired employees in retirement in cases where PERS acts to reduce benefits, and represents public agencies in disability and industrial disability retirement appeals. The firm helps agencies defend against PERS and other retirement board audits and, where necessary, files administrative appeals to challenge any negative audit findings.

Members of the firm advise on all issues related to PERS, 1937 Act and STRS benefits. For example, we provide advice and counsel to clients regarding retirement formulas, the rules on reportable compensation, PERS and 37 Act contract amendments, disability retirement procedures and obligations, service credit, GASB issues, unfunded liabilities, retiree health benefits, vested rights and elected official benefits.

Retirement issues have major impacts on agency labor relations. The firm provides strategy and guidance during negotiations in regards to retirement benefits, including acting as chief negotiator. We review agency policies and collective bargaining agreements/memoranda of understanding to ensure that they comply with applicable law.

We represent agencies in retirement related administrative appeals and litigation, and have assisted agencies defend claims of underfunding as well as fiduciary obligations.

Litigation Services

Liebert Cassidy Whitmore attorneys strive to prevent employment disputes before they arise through education, training, audits, advice, planning, and cooperative employer-employee relations. When employment disputes do arise, our defense efforts are designed to meet each client's particular needs, goals, and budget.

We specialize in representing public agencies in the defense of legal actions and enjoy the reputation of a results-oriented, successful litigation firm. We are experts in all phases of litigation in both federal and state courts: pleading, discovery, motion practice, alternative dispute resolution, settlement and trial.

Our particular expertise is the defense of public agencies in actions brought by employees, former employees, applicants or other individuals alleging employment related claims such as violations of the California Fair Employment and Housing Act; Federal Civil Rights Acts (*e.g.*, section 1981 and 1983 claims); Americans with Disabilities Act; Age Discrimination in Employment Act; Fair Labor Standards Act; Meyers-Milias-Brown Act; Family and Medical Care Leave Acts; wrongful termination; and violation of state and/or federal constitutional rights such as due process, First Amendment and privacy rights.

The firm's attorneys have handled a number of cases that have culminated in jury trials resulting in defense verdicts. These cases included claims for violation of constitutional rights; violation of the Age Discrimination in Employment Act; violation of the disability provisions contained in the Fair Employment and Housing Act; reverse discrimination; sex discrimination; sexual harassment; national origin discrimination; age discrimination; intentional infliction of emotional distress and retaliation claims under both state and federal laws.

Consulting and Training Services

One of the firm's greatest sources of accomplishment comes from its record of success in counseling and advising its clients on the best ways to avoid becoming a party to adversary proceedings. We were "pioneers" in the training field by creating "consortiums" of agencies. The thirty-three Employment Relations Consortiums (ERCs) are comprised of over 500 cities, counties, schools, community college districts,

and state universities as well as other public sector agencies.

As part of our ERC services, we provide ongoing training on current developments in labor relations and personnel law on subjects including negotiation strategies; performance evaluations; disciplinary actions; employment discrimination, including harassment and ADA issues; Family and Medical Care Leave Acts; violence in the workplace; effective supervision; grievance administration; law enforcement issues and special workshops for governing board members. Experience over the years confirms that not only have the member agencies found the consulting and training services helpful, but an invaluable opportunity for the exchange of ideas and information between agency management.

The firm provides individual training services to public agencies on a half-day or full-day basis. We customize these training programs to the precise needs of the client. For example, we have provided on-site training programs to employees and/or supervisors and managers of over one hundred agencies last year.

Members of the firm make presentations on employment relations law issues to a variety of professional organizations including:

American Arbitration Association
American Bar Association
Association of California Community College Administrators
Association of California School Administrators
Association of California Water Agencies
Association of Chief Business Officials
Association of Chief Human Resources Officers for Community College Districts
Association of Legal Administrators
California Association of Joint Powers Authorities
California Association of Independent Schools
California Association of Public Retirement Systems
California Charter Schools Association
California Community College Internal Auditors
California Community College Student Affairs Association
California Council of School Attorneys
California County Counsels Association
California Fire District Association
California Law Enforcement Association of Records Supervisors
California Municipal Finance Officers
California Peace Officers Standards and Training (POST) Academy
California Police Chiefs Association
California Public Employer Labor Relations Association

California Sanitation Risk Management Authority
California School Boards Association
California Society of Municipal Finance Officers
California Special Districts Association
California State Association of Counties
California State Bar Labor and Employment Law Section
California State Sheriffs Association
Center for Collaborative Solutions
Chief Instructional Officers and Chief Student Services Officers
City Attorneys Association of Los Angeles County
College and University Personnel Association
Community College League of California
County Personnel Administrators Association of California
Fire Districts Association of California
International Personnel Management Association
League of California Cities
Los Angeles County Bar Association Labor and Employment Law Symposium
National Employment Law Institute
National Higher Education Law and Policy Institute
National Institute of Municipal Law Officers
National Public Employer Labor Relations Association
Public Agency Risk Management Association
Public Risk Management Association
Professionals in Human Resources Association
Southern California Labor Relations Council
Southern California Personnel Management Association

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EMPLOYMENT LAW | EDUCATION LAW | LABOR RELATIONS | MANAGEMENT TRAINING

2011 Workshop Schedule

Orange County Human Resources
Consortium

January 20, 2011 – "Super Manager or Super Spy: The Use of Technology in Monitoring Employee Conduct"

date: Thursday, January 20, 2011
time: 9:00 a.m. to 12:00 p.m.
location: Costa Mesa
audience: Supervisors and Managers

February 17, 2011 – "Leaves, Leaves and More Leaves"

date: Thursday, February 17, 2011
time: 9:00 a.m. to 12:00 p.m.
location: San Clemente
audience: Supervisors. Managers and above

March 24, 2011 – "The Meaning of At-Will, Part-Time and Contract Employment"

date: Thursday, March 24, 2011
time: 9:00 a.m. to 12:00 p.m.
location: San Clemente
audience: Upper Management, Human Resources/Employment Relations Staff, Agency Counsel

Orange County Human Resources Consortium
2011 Schedule

April 21, 2011 – "Labor and Employment Relations Issues During Lean Economic Times"

date: Thursday, April 21, 2011
time: 9:00 a.m. to 12:00 p.m.
location: Cypress
audience: Human Resources Staff Executive Level Management

May 19, 2011 – "Preventing Workplace Harassment, Discrimination & Retaliation"

date: Thursday, May 19, 2011
time: 9:00 a.m. to 12:00 p.m.
location: La Palma
audience: All Staff

May 19, 2011 – "Employee Due Process Rights and 'Skelly': A Guide to Implementing Public Employee Discipline"

date: Thursday, May 19, 2011
time: 1:00 p.m. to 4:00 p.m.
location: La Palma
audience: Supervisors and Managers

September 15, 2011 – "The ABC's of Sustaining Discipline"

date: Thursday, September 15, 2011
time: 9:00 a.m. to 12:00 p.m.
location: Costa Mesa
audience: Supervisors and Managers

September 15, 2011 – "Terminating the Employment Relationship"

date: Thursday, September 15, 2011
time: 1:00 p.m. to 4:00 p.m.
location: Costa Mesa
audience: Human Resources, Upper Level Management

Orange County Human Resources Consortium
2011 Schedule

October 19, 2011 – "Performance Management: Evaluation, Documentation & Discipline"

date: Wednesday, October 19, 2011
time: 9:00 a.m. to 12:00 p.m.
location: Anaheim
audience: Supervisors and Managers

October 19, 2011 – "Difficult Conversations with Employees"

date: Wednesday, October 19, 2011
time: 1:00 p.m. to 4:00 p.m.
location: Anaheim
audience: First Line Supervisors and Managers

November 16, 2011 – "Preventing Workplace Harassment, Discrimination and Retaliation"

date: Wednesday, November 16, 2011
time: 9:00 a.m. to 12:00 p.m.
location: Costa Mesa
audience: All Staff

November 16, 2011 – "Public Sector Employment Law Update"

date: Wednesday, November 16, 2011
time: 1:00 p.m. to 4:00 p.m.
location: Costa Mesa
audience: Executive Managers, Human Resources/Employee Relations Managers

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MASTER WORKSHOP TOPICS LIST

Supervision and Management

#	Title	Audience	Workshop Length
1	Handling Grievances This interactive workshop provides supervisors with the practical knowledge to manage grievances in a way that provides maximum protection for their agencies.	Supervisors and Managers	Half Day
2	Supervisory Skills for the First Line Supervisor/Manager This program is designed to provide first-line supervisors with the knowledge and tips to understand their responsibilities and to refine their supervisory skills. It also covers the full gamut of "need to know" legal requirements from a first line supervisor's perspective with emphasis on practical approaches.	Supervisors and Managers	Full Day
3	Exercising Your Management Rights This introductory overview workshop identifies the rights of supervisors and managers with respect to employee associations/unions and shows them how to exercise them in ways that can improve their management skills.	Supervisors and Managers	Half Day
4	Managing the Marginal Employee This workshop is designed to train supervisors and managers on how to manage the employee who does the "bare minimum" and/or "pushes the envelope."	Supervisors and Managers	Half Day
5	12 Steps to Avoiding Liability This session will provide managers and supervisors with preventive steps to take before a lawsuit is filed as well as steps to follow if that dreaded lawsuit is filed.	Supervisors through Executive Management	Half Day

Evaluation and Discipline

#	Title	Audience	Workshop Length
6	Discipline: Putting It into Practice This practical "how to" workshop is designed to give participants a "hands-on" approach to apply the necessary steps, principles and procedures when disciplining employees.	Supervisors and Managers	Full Day
7	The ABCs of Sustaining Discipline From lawful appeal procedures to enforcement of zero tolerance policies, this overview session will be a lively A, B, C approach to discipline: appeals, best practices, counseling, demotions, evaluations, freedom of speech, etc. Join our workshop for an informative, up to date, interactive approach to the discipline process! Our goal is to empower supervisors to use corrective action when needed without fearing the outcome of the administrative appeal process.	Supervisors and Managers	Half Day
8	Managing Leave Laws and the Discipline Process This workshop focuses on the various leave laws and how they can affect the discipline process.	Upper Level Management and Human Resources	Full Day

9	Managing Performance Through Evaluation This hands-on workshop provides managers and supervisors the techniques and skills needed to transform the performance evaluation process from an annual chore into an effective management tool. Topics include: using effective communication techniques to assist in the performance evaluation process, including positive and constructive criticism, setting and monitoring employee performance goals and creating a useful and defensible written evaluation.	Supervisors and Managers	Half Day
10	Performance Management: Evaluation, Documentation and Discipline This workshop takes the supervisor and manager through each step of performance management: objectively evaluating performance using effective communication techniques, documenting performance issues and, if necessary, imposing discipline.	Supervisors and Managers	Half Day
11	Prevention and Control of Absenteeism and Abuse of Leave From a legal and practical perspective, this workshop provides effective solutions to the most persistent and vexing problems of employee absenteeism and/or abuse of leave privileges.	Supervisors and Managers	Half Day
12	Employee Due Process Rights and 'Skelly:' A Guide to Implementing Public Employee Discipline This workshop addresses the steps that must be taken to ensure due process in disciplining employees. It focuses on the *Skelly* process, including practical tips as to the structure and language of a proper *Skelly* notice.	Supervisors and Managers	Half Day

Discrimination and Retaliation

#	Title	Audience	Workshop Length
13	Recognizing and Preventing Discrimination This workshop covers the broad and growing range of protections against discrimination provided to public sector employees and applicants by state and federal laws.	Supervisors, Managers, Human Resources Staff	Full Day
14	Preventing Workplace Harassment, Discrimination and Retaliation This practical workshop, designed for all levels of agency employees, provides guidance on managing day-to-day interactions to prevent unlawful discriminatory harassment and retaliation. It fully meets requirements of AB 1825. (English or Spanish presentations)	All Staff	Half Day
15	Finding the Facts: Disciplinary and Harassment Investigations This workshop prepares directors and managers to conduct thorough and effective investigations of disciplinary incidents or alleged harassment. It includes how to organize the investigation, how to interview witnesses, and how to reach conclusions.	Upper Management, Human Resources/Employment Relations Staff, Agency Counsel, Supervisors and Managers	Half Day

16	Advanced Investigations of Harassment Complaints This is an advanced investigation workshop which focuses on interview techniques, the general background on the laws of harassment and discrimination, how to focus the investigation to prevent a "run away" interview, dealing with a difficult or evasive witness, responding to union representatives or attorneys who insist on controlling the investigation and making factual findings.	Upper Level Management, Human Resources Staff and Agency Counsel	Half Day
17	Embracing Diversity This workshop was developed to address some of the issues surrounding diversity and its impact on the workplace. This session covers: creating a culture of respect, confronting prejudice, managing differences, and understanding the power of diversity.	Supervisors and Managers	Half Day
18	Retaliation This workshop discusses the legal aspects of potential retaliation claims under federal and state law, the sources of retaliation claims, including Constitutional issues such as freedom of speech and association. It includes practical discussions of what constitutes "protected activity" and "adverse action." The workshop also includes preventive steps the agency can take to prevent and/or minimize retaliation claims.	Supervisors, Managers and Human Resources Staff	Half Day

Privacy

#	Title	Audience	Workshop Length
19	Privacy Issues in the Workplace This workshop guides managers and supervisors through the maze of laws and court decisions dealing with an employee's right to privacy and management's right to information. It includes discussion of the developing area of privacy issues in the computerized workplace.	Upper Management, Human Resources/Employment Relations Staff, Agency Counsel	Half Day
20	Checking References: The Most Important Part of the Hiring Process This workshop is designed to train supervisors and managers, as well as human resources personnel and agency counsel, in the legal and practical parameters of seeking and providing references and background information for prospective and former employees.	Supervisors, Managers, Human Resources Personnel and Agency Counsel	Half Day
21	Super Manager or Super Spy: The Use of Technology in Monitoring Employee Conduct This workshop explores the wide range of issues arising from the interplay between technology and privacy in the workplace. It guides managers through the patchwork of federal and state laws and court decisions that govern these issues.	Supervisors and Managers	Half Day

Employment Relations

#	Title	Audience	Workshop Length
22	Public Sector Employment Law Update This workshop is an informative review of new laws and court cases to keep management employees on top of significant changes in labor and employment law with a "practical" focus.	Executive Managers, Human Resources/Employee Relations Managers	Half Day
23	Legal Issues Regarding Hiring This workshop is designed for supervisors and managers involved in the selection process of potential candidates for employment. It takes its participants through all steps of the hiring process.	Supervisors and Managers	Half Day
24	Personnel Issues: Hiring, Reference Checks and Personnel Records & Files An introductory course, this workshop covers an overview of all steps in the hiring process, including, the legal parameters in giving and obtaining references, and the do's and don'ts of maintaining personnel files, including their purpose, appropriate contents, and retention.	Upper Management, Human Resources/ Employment Relations Staff, Agency Counsel	Full Day
25	Public Meeting Law (the Brown Act) and the Public Records Act This program provides a focus on these important laws, including a review of the fundamentals and an update on recent developments related to these laws. It is designed for those most responsible for complying with the legal requirements contained in the laws.	Members of Legislative Bodies, Administrative Boards, Top Managers, Human Resources/ Employment Relations Staff, Agency Counsel & Risk Managers	Half Day
26	A Supervisor's Employment Relations Primer This workshop provides agency managers with an overview of employment relations issues including: meeting and conferring, union organizing, union representation, past practice, and grievances. This is an excellent workshop for first time managers or as a refresher to seasoned managers.	Supervisors and Managers	Full Day
27	The Meaning of At-Will, Part-Time and Contract Employment This workshop addresses the meaning of at-will employment including determining which employees are at-will, their rights, preserving at-will status, and disciplining and evaluating at-will employees. It also includes definitions of all types of part-time and contract employment as well as how to manage these employees.	Upper Management, Human Resources/Employment Relations Staff, Agency Counsel	Half Day
28	Annual Audit of Your Personnel Rules This workshop presents optimum approaches to personnel rules and employer-employee relations issues from a policy and legal standpoint.	Human Resources/ Employment Relations Staff	Half Day
29	Family and Medical Care Leave Acts This workshop will cover the Family and Medical Leave Act (including the new 2009 regulations), the California Family Rights Act, and related family and medical leave laws. The presentation will address the conflicts and overlap of the various laws.	Human Resources Staff, Supervisors and Managers	Half Day

30	Legal Aspects of Violence in the Workplace This workshop provides important protection for agency employees by showing how they can minimize the potential for violent episodes in the workplace – and how to respond to violence when it does occur.	Upper Management, Human Resources/Employment Relations Staff, Agency Counsel	Half Day
31	Introduction to the FLSA This workshop provides a basic introduction to the Fair Labor Standards Act, including the responsibilities of managers. This overview of the FLSA addresses such issues as compensability of breaks, mealtimes and how 9/80 work schedules are supposed to work.	Supervisors, Managers, Department Heads	Half Day
32	FLSA: New Developments and Hot Topics This workshop focuses on two ways to stay current on Fair Labor Standards Act (FLSA) issues: (1) how the most recent wage and hour decisions impact an agency's compensation of overtime-eligible and overtime-exempt employees and (2) practical advice for avoiding the FLSA danger zones.	Agency Counsel, Personnel, Human Resources, Finance, Risk Management and Department Heads in this area	Half Day
33	Advanced FLSA One of LCW's FLSA experts presents this workshop which addresses some of the difficult FLSA issues agencies face as well as suggestions on how to bring your agency into compliance with the law.	Supervisors, Managers, HR, Finance/Payroll and IT staff responsible for ensuring compliance with the FLSA and already have a basic understanding of the FLSA	Half Day
34	Limits on an Employer's Right to Medical Records This workshop provides a legal and practical overview of the acquisition and use of employee medical information. A discussion of HIPAA is also included.	Human Resources, Risk Managers and Command levels of Police and Fire	Half Day
35	Labor Code 101 for Public Agencies This workshop identifies which sections of the California Labor Code apply to public agencies as well as practical tips in complying with them.	Human Resources Staff, Managers	Half Day
36	Human Resources Roundtable This workshop gives human resources managers and staff a chance to bring to the table their specific questions on employment law.	Department Heads, Executive Management, Human Resources Staff	Half Day
37	Principles for Public Safety Employment This workshop provides participants with needed knowledge of the unique laws regulating peace officer employment, including the Public Safety Officers Procedural Bill of Rights, internal affairs investigations, Pitchess motions, background investigations, and industrial disability leave.	Public Safety Management, Human Resources Staff, Agency Counsel	Half Day
38	Issues and Challenges Regarding Drugs and Alcohol in the Workplace This workshop will help public agency managers' deal with the impact of drugs and alcohol in the workplace.	Upper Management, Human Resources/Employment Relations Staff	Half Day
39	Mandated Reporting This workshop meets all legal requirements for those obligated to report suspected abuse or endangerment. The workshop covers everything from what triggers a duty to report through the details of the reporting process	Supervisors and Managers who have Direct Contact/Supervision of Minors	Half Day

40	Conflicts of Interest Conflict of interest laws are meant to insure that the public's interests never take a backseat to private considerations. Increasingly, governing board members and district employees make decisions and transactions that may violate one or more of these complex laws. This workshop explains the most significant parts of these laws, and provides practical, concrete examples of pitfalls to avoid.	Upper Level Management, Counsels/Boards	Half Day
41	Leaves, Leaves and More Leaves Participants in this workshop will leave with a better understanding of the various paid and unpaid leaves e.g., FMLA/CFRA/ADA/FEHA/sick leave, etc., including when employees are eligible for leaves and the employers' responsibilities in providing these leaves.	Supervisors, Managers and above	Half Day
42	Employees and Driving This workshop helps employers minimize their liability and maximize their understanding of driving-related rules. Everything you need to know about auto insurance requirements, DOT regulations, DMV reports and even what happens when an employee is charged with a DUI will be covered in this hands-on, practical program.	Human Resources Staff, Risk Managers, other Managers responsible for Driving Programs	Half Day
43	Disaster Service Workers – If You Call Them, Will They Come? Talk of pandemics is on the rise. Some predict that absenteeism could reach 40% during a severe pandemic. Is your agency prepared? This workshop will help identify what "disaster service" means and what agencies should do to prepare for disaster before it strikes. It discusses registration, training, classification and liability of disaster workers as well as activation, immunity and workers' compensation benefits.	Managers, Human Resources Staff, and Risk Managers	Half Day
44	A No Holds Barred Approach to Employee Body Piercing, Tattoos and Dress Codes As employee body art becomes more common in the workplace, employers are presented with a variety of legal and practical challenges. This session examines the impact of privacy rights, freedom of expression, freedom of religion, safety requirements and other restrictions upon an employer's ability to regulate workplace body art and dress codes.	Supervisors and Managers	Half Day
45	Legal Issues Related to Generational Diversity and Succession Planning: Opportunities for Building a Stronger Workforce This is the first time four generations have been present in the workforce at the same time. The differences brought by each group, if properly channeled, can enhance every organization. These differences can also lead to frustration and turnover as well as potential legal challenges. This workshop aims to assist agencies in making the most of their generationally diverse workforce.	Supervisors and Managers	Half Day
46	Sick and Disabled Employees This hands-on workshop presents a series of real life case studies involving employees with both industrial and non-industrial illnesses and/or injuries. It addresses frequent challenges stemming from overlapping laws, including the Americans with Disabilities Act, the Fair Employment and Housing Act, the state and federal family leave acts, Family Sick Leave, and others, including MOU provisions and the Workers' Compensation Act.	Supervisors and Managers	Half Day

47	Firefighters Procedural Bill of Rights Act The protections afforded by the Firefighters Procedural Bill of Rights Act ("FBOR") have radically changed the way that fire departments handle personnel matters, including administrative investigations, discipline, and even low-level supervisory contacts with employees. Violation of the FBOR can have negative consequences for agencies from injunctive relief to fines to damages. This practical "how to" training is especially designed for fire department supervisors and managers.	Fire Management Staff, Human Resources Staff	Half Day
48	Advanced Retirement Issues for California's Public Employers This workshop is designed to provide an easy-to-follow, comprehensive guide to the many different aspects of retirement -related issues that Human Resources personnel commonly face. This workshop will guide professionals through pension and retiree health care issues. The presenter will discuss pension topics such as employee eligibility, determining final compensation, early retirement incentives and employment of retirees. In addition, the presenter will discuss the disability retirement process from beginning to end, including local safety determination appeals. The presenter will focus on CalPERS related issues, but will also address '37 Act issues where they differ.	Human Resources Staff	Half Day

Labor Relations

#	Title	Audience	Workshop Length
49	A Guide to Labor Negotiations This workshop is designed for upper-level managers and legal personnel or employee relations staff who are directly (or indirectly) involved in the negotiating process. It provides a "hands-on" approach to the various aspects of the process.	Upper Management, Human Resources/Employment Relations Staff, Agency Counsel	Full Day
50	Advanced Labor Negotiations Roundtable One of LCW's seasoned negotiators answers your tough negotiation questions as well as provides insight into some of the more sensitive aspects of the process.	Anyone involved with negotiations	Half Day
51	Legal Issues for Negotiators This workshop provides labor negotiators with an overview of important legal issues that commonly arise during labor negotiations. It offers practical advice on how to draft contract language that complies with existing laws in areas such as retirement benefits, FLSA overtime requirements and different types of leaves.	Members of the Agency Negotiating Team	Half Day
52	Labor and Employment Relations Issues During Lean Economic Times In these times of budget cuts and increasing demand to do more with less resources, many agencies need to plan for and implement creative and alternative measures to alleviate some of the financial burdens of a bad economy. This session provides practical tips including alternatives to layoffs, unique legal challenges presented by layoffs and furloughs, and employment issues in the face of municipal bankruptcy.	Human Resources Staff and Executive Level Management	Half Day

Disability and Occupational Safety

#	Title	Audience	Workshop Length
53	Managing Employee Injuries, Disability and Occupational Safety This workshop focuses on helping management deal effectively with issues surrounding occupational safety, employee injuries and disability. It also provides tools to institute risk management programs that can prevent and tackle those problems.	Supervisors and Managers	Full Day
54	Current Developments in Workers' Compensation This workshop is designed to give supervisors and managers the knowledge necessary to deal with the issues surrounding disability and workers' compensation, with an emphasis on the latest workers' compensation laws and rulings.	Supervisors and Managers	Half Day
55	The Disability Interactive Process This workshop covers the legally mandated reasonable accommodation interactive process including: starting the interactive discussion, what is reasonable accommodation, light duty assignments, leaves, vacancies and how long the interactive process must continue.	Human Resources Staff, Managers and above	Half Day
56	Disability Discrimination/Family and Medical Care Leave/Workers' Compensation/Disability Retirement: Administering Overlapping Laws This workshop focuses on how these laws interrelate and how agencies can practically, intelligently and economically comply with each of them.	Upper Management, Human Resources/Employment Relations Staff, Agency Counsel	Full Day

Public Employment

#	Title	Audience	Workshop Length
57	Ethics in Public Service AB 1234 requires that certain local agency officials receive ethics training on a regular basis. This session covers all required topics including ethics codes, gift limitations, honoraria prohibitions, and conduct upon leaving office.	Members of the Legislative Body	Half Day
58	Introduction to Public Service This workshop covers the unique aspects of being a public sector employee, including the discoverability of email, off duty conduct, conflict of interest, ethics, personal liability, the Brown Act, and the Public Records Act.	Supervisors, Managers and Above	Half Day

New Workshops

#	Title	Audience	Workshop Length
59	Governance Issues for Public Entities This workshop is designed to assist senior level staff with issues that come up in Board or Council meetings and when dealing with Board or Council members. Topics covered include: Brown Act basics; brief conflict of interest overview; which votes require a supermajority; basic parliamentary procedural issues; what is the power of one Board or Council member?; proper roles for Board or Council and Staff; and what to do when a Board or Council member is accused of misconduct.	Board and Council Members, Chief Executives, Executive Assistants, and Senior Level Administrators	Half Day
60	Difficult Conversations Interpersonal problems are a fact of life. Wherever you interact with people, it is likely that you will have problems from time to time. Our natural instinct may be to avoid these conversations for as long as possible, but when you are a supervisor or manager, that is not always possible or advisable. This workshop takes the participant through the steps of successful conversations be it: personality conflicts between co-workers, body odor or emotional outbursts.	First Line Supervisors and Managers	Half Day
61	Healthcare Reform Health care reform is a hot topic, but how does it affect public agencies? This workshop will dispel the myths surrounding health care reform and will address key items and how they will affect public agencies and their employees over the coming years. Learn about changes already in effect and changes rolling out in the next few years. Prepare for those changes which will impact your agencies. Bring your questions for a lively discussion.	Human Resources Staff	Half Day
62	Terminating the Employment Relationship With the economy forcing public agencies to reduce expenses and maximize resources, it has become increasingly important for agencies to proactively prevent lawsuits by former employees. This workshop will focus on best practices in ending voluntary and involuntary separations of employment. Topics include: PERS buyouts; Possible tax issues; Drafting legally sound settlement and severance agreements, including: the pros and cons of confidentiality clauses, Brown Act and Public Records Act issues, workers compensation and EDD issues, is there such a thing as "sealing the file?" and must have clauses. The workshop will also address Unemployment Appeals.	Human Resources, Upper Level Management	Half Day
63	Front Line Defense Public agencies are facing increasing risks of being targeted by grievances, harassment/discrimination claims, unfair practice charges or wage and hour litigation, to name a few. Front-line supervisors can provide an effective front-line defense to these dangers, or they can expose your agency to even greater risk. This workshop will train supervisors to effectively and appropriately respond to situations that place the agency at risk by offering real-life scenarios and recommendations for dealing with a myriad of legal and interpersonal issues in the workplace.	First Line Supervisors and Managers	Half Day

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Travel Authorization: Library Board of Trustees and Library Director to Attend the California Special District Association (CSDA) Annual Conference in Monterey, California from October 10-13, 2011.**

DATE: July 18, 2011

BACKGROUND

The California Special District Association (CSDA) Annual Conference will be held in Monterey, California from October 10 – 13, 2011. The expense will be drawn from the General Fund.

Keynote speakers will be:

- Tim Sanders, former Yahoo! executive
- Libby Gill, entertainment industry veteran
- Don McMillan, "The 33 Keys to Leadership"

Attachment A is additional information regarding the conference.

Fiscal Impact: $1,600 per attendee

RECOMMENDATIONS

1. Determine which Library Board of Trustees will attend the Annual CSDA Conference in Monterey and authorize staff to proceed with the Early Bird registration.

2. Determine which Library Board of Trustees will require accommodation and authorize staff to proceed with reservations.

2011 CSDA Annual Conference & Exhibitor Showcase

The leadership conference for special districts.

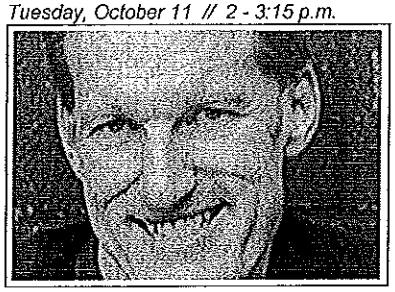
Save the Date! October 10 – 13, 2011 Monterey Marriott Hotel & Monterey Conference Center

Tim Sanders: Former Yahoo! Executive & best selling author.

Tuesday, October 11 // 9 - 10:45 a.m.

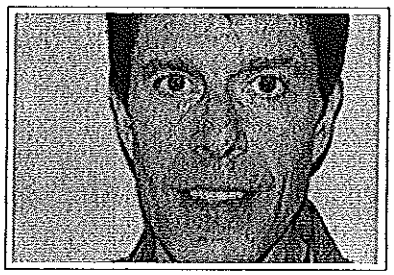
Libby Gill: An entertainment industry veteran.

Tuesday, October 11 // 2 - 3:15 p.m.



Don McMillan: "The 3 Keys to Leadership"

Wednesday, October 12 // 9 - 10:45 a.m.

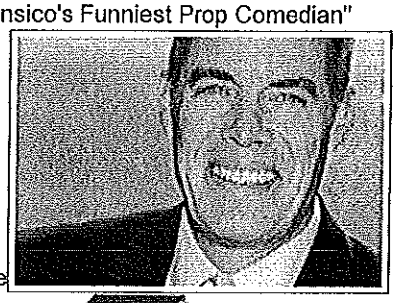


Steve Owens: Discuss the significance of Special Districts in the Local Economy

>Wednesday, October 12 // 12 - 1:30 p.m.

Robert Strong: Recently voted "San Fransico's Funniest Prop Comedian"

Ralph Heim: CSDA Legislative Advocate



Keynotes

Pete Peterson: ED of the Davenport InstitutePrevious PostsPrevious Posts

Registration

$525/pp Early Bird Registration
$550/pp Registration

Hotel & Location

October 10 – 13, 2011 Monterey Marriott Hotel & Monterey Conference Center

Monterey Marriott Hotel
350 Calle Principal
Monterey, CA 93940
1.800.266.9432

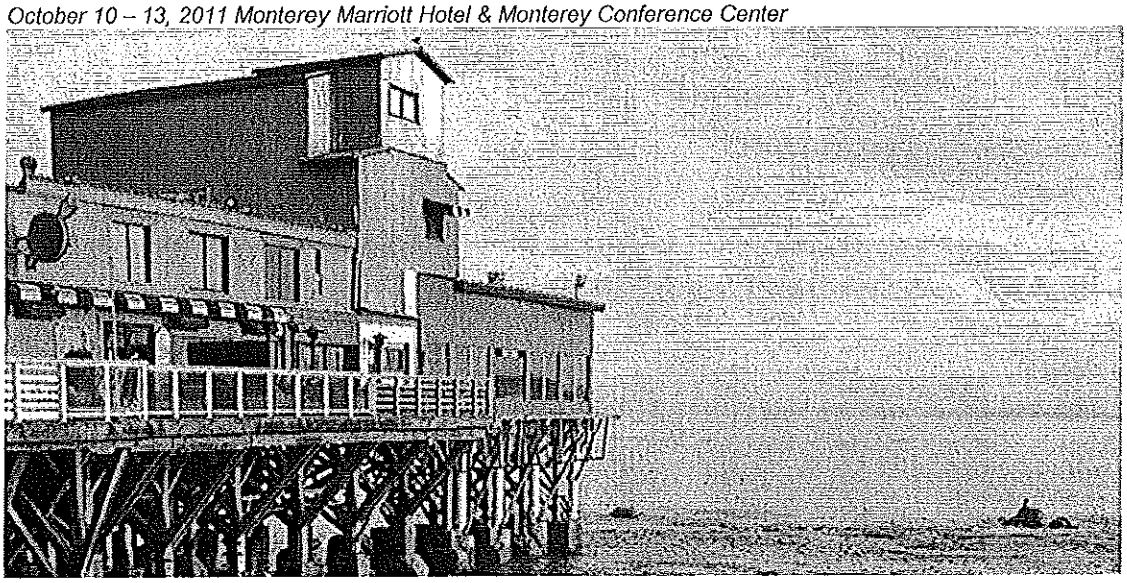
To reserve a room at the Monterey Marriott Hotel, either book a room through the conference website or contact the Marriott toll-free at 1.800.266.9432. All reservations must be accompanied by a one night room and tax deposit, guaranteed with a major credit card. Resort will not hold any reservations unless secured by this deposit. (All major credit cards are accepted.) The first night room and tax deposit becomes NON-REFUNDABLE if a reservation is cancelled after the cut-off date of Monday, September 19, 2011.

CSDA room rates are $165.00 plus tax. When booking your room, please ask for the CSDA group rate.

To book a room online, please visit the CSDA conference website at conference.csda.net for a direct link to book a room under the conference rate. This rate is also good three days before and after the conference based on availability!

Schedule

October 10 – 13, 2011 Monterey Marriott Hotel & Monterey Conference Center



Monday

9:00 – 11:00 a.m.
Special District Administrator (SDA) Exam – by the Special District Leadership Foundation (optional – must be scheduled prior to conference)

9:00 a.m. – 4:00 p.m.
Pre-Conference Workshop #1: Special District Leadership Academy Module 1: Governance Foundations (optional)
Earn SDRMA CIPs
$225 Member $300 Non-member

9:00 a.m. – 4:00 p.m.
Pre-Conference Workshop #2: Effective Strategic Planning for Your Special District (optional)
$225 Member $300 Non-member

12:00 – 5:00 p.m. (11:00 a.m. check-in)
CSDA Annual Golf Tournament
Black Horse Golf Course (optional)
$125 includes golf with cart, range, lunch and prizes!

1:30 – 4:30 p.m.
The Elkhorn Slough Safari and Moss Landing Harbor District Tour Includes transportation to/from hotel and boat tour on the Elkhorn Slough Safari (optional)
Only registered CSDA conference attendees or registered
guests are eligible to attend.
$48.00 for conference attendees

6:00 – 8:00 p.m.
CSDA Conference Kickoff Reception
(All attendees welcome.)

Tuesday

9:00 – 10:45 a.m.
Opening Keynote Presentation and Continental Breakfast – "The Power of Great Relationships" by Tim Sanders Tim Sanders, a former Yahoo! Executive, is a corporate consultant and bestselling author of Love is the Killer App, The Likeability Factor, and Saving the World at Work.
Tim Sanders speaks for strong business relationships, both internal and external. His relevant point of view makes him one of the most in demand keynote speakers on the conference and convention circuit. His company, Deeper Media, conducts research on business trends, new media and human behavior. He has valuable experience in cutting-edge businesses, sales and marketing. Tim was the Chief Solutions Officer at Yahoo! and later their Leadership Coach. Tim also created and led the Yahoo! ValueLab, an in-house "think tank."

11:00 a.m. – 12:00 p.m. (Breakout Sessions)
What Every Public Agency Should Know About the Prevailing Wage – Contractor Compliance and Monitoring, Inc.
Update on Proposition 218 and the Impacts to Local Governments – Best Best & Krieger
Navigating the CEQA Process with Your Attorney and Consulting Team – From Selection of the Environmental Document and Public Review to Project Approval – Best Best & Krieger, Rancho California Water District and LSA Associates
Power, Position, Influence: Leading with Courage and Power – Novato Fire Protection District
SB90 State Mandated Cost Revenue for Special Districts – Nichols Consulting and Local Government Consultants
AB 1234 Required Ethics Training (Part 1) – Meyers Nave (attendees must attend parts 1 & 2 to receive completion certificate)
Earn SDRMA CIPs

12:00 – 1:45 p.m.
Exhibitor Showcase Grand Opening & Lunch

2:00 – 3:15 p.m.

Super Session: "Inspiring High-Passion and High-Performance at All Levels of Your Organization" by Libby Gill
An entertainment industry veteran, Libby is now an internationally respected executive coach, brand strategist and bestselling author. Her proven "Clarify, Simplify & Execute" process inspires individuals and organizations to maximize their "Leadership DNA," build high-passion, high-performance teams and increase employment engagement.

3:30 – 4:30 p.m. (Breakout Sessions)

Good Governance Principles for Boards: Best Practices and Problem Areas for Board Dynamics – BHI Management Consulting
Creative Options for Delivering Public Works Projects: Design/Build and Public-Private Partnerships – Hanson Bridgett, LLP
Financial Accountability: Good Decisions are Based on Good Information – James Marta & Company, Certified Public Accountants
Exceptional Public Outreach: Best Practices & Examples You Can Use in Your District – Eckery Associates and Novato Fire Protection District
Strategic Workforce Management: More than Counting Heads – CPS Human Resource Services
AB 1234 Required Ethics Training (Part 2) – Meyers Nave (attendees must attend parts 1 & 2 to receive completion certificate)
Earn SDRMA CIPs

5:30 – 7:00 p.m.

President's Reception in the Exhibit Hall
(All attendees welcome.)

Wednesday

8:00 – 8:30 a.m.

SDRMA Annual Meeting

8:30 – 9:00 a.m.

SDRMA Sponsored Full Plated Breakfast (All attendees welcome.)

9:00 – 10:45 a.m.

SDRMA General Session/Safety Awards/Keynote

Don McMillan – "The 3 Keys to Leadership"

Sponsored by SDRMA - In this time of change, business leaders must demonstrate an unprecedented level of passion, determination, foresight, dedication and fearlessness. In "The 3 Keys to Leadership," Don will share how to ramp up your leadership style and make effective changes.

11:00 a.m. – 12:00 p.m. (Breakout Sessions)

Understanding the Tort Claims Process – SDRMA, Low, Ball & Lynch Earn SDRMA CIPs

Understanding Board Member & District Liability (Part 1) –

SDRMA Earn SDRMA CIPs

Workers' Compensation Updates & Volunteer Coverage –

SDRMA, York Insurance Services Group Earn SDRMA CIPs

Public Works Projects: Minimizing Risks & Reducing Costs –

Proven Methodologies – Bergman & Dacey

Bridging the Gap Between Your District and the Capitol –

CSDA Legislative Department

Funding Mission-Critical Capital Projects: A Panel Discussion – CSDA Finance Corporation

12:00 – 1:30 p.m. Lunch on your own

12:00 – 1:30 p.m.

Optional Lunch & Keynote: The Significance of Special District Governments in the Local Economy – A Census Perspective – Steve Owens, US Census Bureau (advance registration required)1:30 – 3:00 p.m.

Exhibitor Showcase Finale - Dessert /Grand Prizes

3:15 – 4:15 p.m. (Breakout Sessions)

Communication Protocols for Board & Staff –

Liebert Cassidy Whitmore

Understanding Board Member & District Liability (Part 2) – SDRMA Earn SDRMA CIPs

Proposition 26: What it Requires and How to Protect Your Agency – Kronick Moskovitz Tiedemann & Girard and Eco: Logic Engineering

Risk Identification & Scenario Mitigation Planning – BHI Management Consulting Earn SDRMA CIPs

Management Discussion & Analysis - Effectively Communicating Results – James Marta & Company, Certified Public Accountants

3:15 – 5:00 p.m.
Legislative Committee Meeting – limited seating available
for non-committee members.

6:00 – 7:00 p.m.
Chapters Reception. CSDA Chapter of the Year Award will be presented. (All attendees welcome.)

7:00 – 9:00 p.m.
CSDA Awards Banquet and Entertainment
Entertainment by Robert Strong
Robert has been crisscrossing the world since 1985, entertaining audiences large and small, formal and casual, and everything in between! Recently voted "San Francisco's Funniest Prop Comedian" and the "Bay Area's Best Performer," Robert has appeared on CBS This Morning, performed for the U.S. Congress, and taken his act to more than 30 different countries.

Thursday

8:00 – 10:00 a.m. (Breakout Session)
CSDA Chapter's Roundtable (All attendees welcome.)

9:00 – 10:00 a.m. (Breakout Session)
Hiring and Keeping Great Employees – Liebert Cassidy Whitmore
The Electronic Workplace: Traps for the Unwary – Kronick Moskovitz Tiedemann & Girard
Fish, the Delta, and Your Water Supply – Best Best & Krieger and Hanson Environmental
Tapping into the Network of State Infrastructure Financing Resources – IBank, Clean Water RLF and the Drinking Water RLF
Stop Playing Retaliation Roulette: How to Protect Your District From Employee Retaliation Claims – Best Best & Krieger
Earn SDRMA CIPs

10:15 a.m. – 12:00 p.m.
CSDA Keynote Program &
Closing Brunch
Ralph Heim, Public Policy Advocates and Pete Peterson, Davenport Institute for Public Engagement and Civil Leadership
Join us for a closing brunch as Pete Peterson, executive director of the Davenport Institute for Public Engagement and Civil Leadership shares "Public Engagement: The Vital Leadership Skill." CSDA Legislative Advocate Ralph Heim will also give attendees the most up-to-date information on the state of the state budget and special district revenues.

Special Events

Join us the day before the official conference kick-off and tour by boat, beautiful Moss Landing Harbor District or golf at the award-winning Black Horse Golf Course. Register for these events on the registration form!

CSDA Golf Tournament

Monday, October 10 • 11:00 a.m. – 5:00 p.m.
$125 includes golf with cart, range, lunch and prizes!
The sensational new era at Black Horse is certain to provide both challenges and inspiration to all golfers. The golf course has been re-sculpted by award-winning golf course architect Gene Bates. Showcasing Bates' elegant bunkering and graceful greens, the new Black Horse offers expanded views of the bay. Distinctively different than its previous design, Black Horse has been transformed to a more open, flowing and comfortable environment.

Elkhorn Slough Safari & Tour of the Moss Landing Harbor District

Monday, October 10 • 1:30 – 4:30 p.m.
$48 - only 21 seats available - First come, first served!
Transportation will be provided from the Monterey Marriott Hotel.
Elkhorn Slough Safari: Join us on a guided adventure up Elkhorn Slough, one of California's largest wetlands. See and photograph playful sea otters, curious harbor seals, and hundreds of migrating birds all from the comfort of a relaxing stable pontoon boat. Space is limited for this wildlife paradise.

Moss Landing Harbor District: Established in 1947, visitors to Moss Landing Harbor can expect to find the #1 commercial fishing harbor in Monterey Bay and a year-round port of safe refuge. The harbor, a Certified California Clean Marina, boasts 600-plus slips and provides recreational boating and marine research and education with full public access to the environment. Featuring recreational activities such as nature and whale-watching tours, sportfishing charters, kayaking, wildlife viewing (lots of sea otters!), walking trails and beaches, Moss Landing Harbor has something for everyone. Boaters will find a four-lane launch ramp, visitor dock, fuel dock, tenant shower and laundry facilities, boat yard, pumpout facility, sailmaker and fish buyers. Available to visitors year-round are fresh seafood for sale off boats, fish markets, restaurants, WiFi and a community park w/BBQ pits, and a public wharf and yacht club at North Harbor.

Luncheon: "The Significance of Special District Governments in the Local Economy – A Census Perspective"

Wednesday, October 12 • 12:00 – 1:30 p.m.
$35 - limited seating available
Most people associate the Census Bureau with the ten year population Census. Few are aware that the Bureau also measures the nation's economy. Still fewer are aware that the Bureau has an area exclusively dedicated to the definition and measurement of the public sector economy. In this presentation, Steve Owens of the US Census Bureau will use Census data to examine the role that special districts play in the delivery of government services. Topics will include methods used by the Bureau to define and identify special districts, and measures of special district economic, and employment activity, both present and past. You will learn how California compares to other states and the nation as a whole. In addition, as we are also at the conclusion of the 2010 Census, Owens will explain the mysterious formula behind the apportionment process, and discuss the data that the Bureau provides to the states for the purpose of redistricting.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: Travel Authorization: Administrative Assistant to Attend the California Special District Association (CSDA) Board Secretary/Clerk Certificate Conference in Monterey, California from March 1-2, 2012.

DATE: July 18, 2011

BACKGROUND

CSDA will be offering a Board Secretary/Clerk Certificate program at its Board Secretary/Clerk Conference at the Embassy Suites in Monterey, California from March 1-2, 2012. Director Contreras requests to send Administrative Assistant, Marisa Timothy, to attend at a cost not to exceed $1,500 to be drawn from the General Fund.

Attachment A is additional information regarding the conference.

Fiscal Impact: $1,500

RECOMMENDATION

Authorize Administrative Assistant, Marisa Timothy, to attend the CSDA Board Secretary/Clerk Conference in Monterey, California from March 1-2, 2012.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Placentia Library District (PLD) Policy 2000 Series**

DATE: July 18, 2011

BACKGROUND

As state and local governments, including the Placentia Library District, struggle to grapple with the economic downturn while diligently attempting to maintain a level of service expected from the public, one factor that has been widely discussed in recent years is the need for public sectors to consider pension and health coverage reforms. Government agencies no longer can continue to provide the same benefits to their employees due to the rising costs of retirement and healthcare programs, economic changes including a decrease in housing such as construction, decrease in consumption, decrease in exports, increase in unemployment, and the expected influx of baby boomer retirements.

Pension and health coverage benefits are serious issues which will affect the long-term fiscal stability of public sectors. Placentia Library District is no exception. Now is the time to consider alternatives so that we can secure long-term solvency of all benefits for our employees while being fiscally responsible with our taxpayers' investment in public services. Placentia Library District has a responsibility to its employees, but it also has a duty to every resident of Placentia.

Placentia Library District currently provides the following benefits to all full-time and regular part-time employees, those working 20 hours or more.

- Vacations – PLD Policy 2020
- Holidays – PLD 2030
- Sick Leave – PLD 2040
- Bereavement Leave – PLD 2050
- Jury Duty – PLD 2060
- Health and Welfare Benefits – 2110
- Educational Assistance – 2120

For the Library Board of Trustee's consideration and discussion is the possibility of a two-tier plan. Several libraries either have a two-tier plan or have begun discussions of a two-tier plan, including Anaheim, Mission Viejo, Newport Beach, Buena Park, Altadena, Palos Verdes, South Pasadena and Monrovia.

The proposal for a two-tier plan may include the following:

- Current employees would be grandfathered into the plan.
- Pension contribution from new hires.
- Reduction in medical insurance reimbursement for new hires.
- Change in sick leave accumulation and payoff system for new hires.
- Change in vacation accrual calculations for new hires.
- Benefits to be offered to full-time employees only.

- Attachment A is a copy of PLD Policy 2020 – Vacations
- Attachment B is a copy of PLD Policy 2030 – Holidays
- Attachment C is a copy of PLD Policy 2040 – Sick Leave
- Attachment D is a copy of PLD Policy 2050 – Bereavement Leave
- Attachment E is a copy of PLD Policy 2060 – Jury Duty
- Attachment F is a copy of PLD Policy 2110 – Health and Welfare Benefits
- Attachment G is a copy of PLD Policy 2120 – Educational Assistance

RECOMMENDATIONS

1) Discuss and review the proposed changes as presented; and,
2) Revisit the policies at the August meeting with a possible authorization to implement the changes as presented.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: **Vacations**
POLICY NUMBER: **2020**

2020.1 This policy will apply to regular full-time and part-time employees in all classifications.

2020.2 Paid vacations will be accrued according to the following schedule on an annual basis:

(a) During the first four years of continuous work, eighty (80) hours.

(b) Five through nine years of service, one hundred twenty (120) hours.

(c) After nine years of service, one hundred sixty (160) hours.

(d) Vacation accrual is based on a forty (40) hour work week. Employees working less than forty (40) hours per week, but working 20 or more regularly scheduled hours per week, will receive a pro-rata allocation of vacation hours.

2020.3 Employees who have completed six months in regular status may take their vacation time all at once, or gradually. No vacation may be taken until the employee has completed at least six months in regular employee status.

2020.4 Vacation time is accrued at the second pay period of each month.

2020.5 Vacation time may be accumulated or postponed. The total accumulated vacation time will not exceed thirty (30) days (for full time employees 240 hours). The Library Director will require staff members with excessive vacation balances to use them immediately.

2020.6 At termination of employment for any reason, the District will compensate the employee for his/her accumulated vacation time at his/her straight time rate of pay at the time of termination.

2020.7 The District will not require an employee to take vacation time in lieu of sick leave or leave of absence during periods of illness. However, the employee may elect to take vacation time in case of extended illness where sick leave has been fully used.

2020.8 If a holiday falls on a workday during an employee's vacation period, that day will be considered as a paid holiday and not vacation time.

2020.9 Vacations may be scheduled at any time during the year upon approval of the employee's immediate supervisor and the Library Director.

2020.10 Probationary employees will not accrue vacation time during the probationary period. Once regular status has been granted at the completion of the probationary period, vacation time is calculated from the date of employment. No vacation may be taken until the employee has completed at least six months in regular employee status.

2020.11 Vacations are provided by the District to employees as a period of exemption from work with pay for the purpose of rest, relaxation and recreation. This respite is a benefit and is intended as an aid in maintaining the long-term and consistent productivity and contentment of the employee.

2020.12 Employees who have taken seventy-five per cent (75%) of the vacation hours that they accrued in the previous twelve months have the option of requesting payment for the remaining twenty-five percent (25%) or any portion thereof.

2020.12.1 These requests may be submitted to the office of the Manager of Administrative Services on November 1 and May 1 of each year with payment to be made with the first pay period of December and June.

2020.12.2 The number of hours paid may not reduce the vacation balance to less than eighty (80) hours at the time of the request.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: **Holidays**
POLICY NUMBER: **2030**

2030.1 This policy will apply to all regular full-time and part-time employees who work twenty hours or more per week.

2030.2 The following days will be recognized and observed as paid holidays:

New Years Day
President's Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Christmas Eve Day
Christmas Day
New Year's Eve Day

2030.3 All regular work will be suspended and employees will receive one-day's pay for each of the holidays listed above. An employee is eligible for any paid holiday if he/she works the day before and the day after said holiday. Eligibility is also granted if the employee is on vacation or has notified his/her supervisor and the Library Director and received permission to be absent from work on that specific day or days.

2030.4 Holiday hours are based on an eight hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of holiday hours.

2030.5 When a holiday falls on an employee's day off or when the Library is closed, the employee will request any day during the work week of the holiday, approved by his/her scheduling supervisor, to compensate for this holiday.

2030.6 When a holiday occurs on a Monday, the full-time and regular part-time staff will be subject to different work schedules for that work week so that each full-time and regular part-

time staff member will work at least one holiday weekend per year and receive at least two four-day weekends per year. The scheduling supervisors will strive to give each full-time and regular part-time staff member who works on a holiday weekend, two days off in succession during the week with the Monday holiday.

2030.7 Any employee who works on any of the holidays listed above will be paid for all hours worked at the rate of time and one-half (1½) the regular rate of pay, or as otherwise specified under Policy #2010, "Hours of Work and Overtime."

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: **Sick Leave**
POLICY NUMBER: **2040**

2040.1 This policy will apply to regular employees in all classifications.

2040.2 Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease. In addition, dentist and doctor appointments and prescribed sickness prevention measures will be subject to sick leave provided prior notice is provided to the employee's supervisor and the Library Director.

2040.3 Full time regular employees will earn sick leave at the rate of one working day per month. Regular part-time employees working 20 or more hours per week will receive a pro-rata allocation of sick leave.

2040.4 Sick leave is accrued at the second pay period of each month.

2040.6 Sick leave is not a privilege that an employee may use at his/her discretion, but will be allowed only in case of necessity and actual sickness or disability of the employee, or because of illness in his/her immediate family.

> **2040.6.1** The definition of "immediate family" will be the same as specified in Section 2050.3 of the *Bereavement Leave* policy (#2050).

2040.7 In order to receive compensation while on sick leave, the employee will notify his/her supervisor prior to the time for beginning the regular work day, or as soon thereafter as practical.

2040.8 A medical release from the treating physician is required for all absences of three or more work days, regardless of the sick leave balance; however the District reserves the right to request a medical release form for any absence taken.

2040.9 Illness while on paid vacation will be charged to vacation leave.

2040.10 The District provides a sick leave payoff plan upon resignation or retirement as follows:

2040.10.1 After ten (10) years of employment, twenty-five (25) percent of accumulated sick leave will be paid at the current salary.
2040.10.2 After fifteen (15) years of employment, thirty-seven and one half (37.5) percent of accumulated sick leave will be paid at the current salary.

2040.10.3 After twenty (20) years of employment, fifty (50) percent of accumulated sick leave will be paid at the current salary.

2040.10.4 The maximum accumulated sick leave for this purpose is eight hundred (800) hours before calculations.

2040.10.5 Sick leave payoff will be based on the amount of time employed in the District's salaried classifications.

2040.11 A pregnant employee will be permitted to work as long as she is able to safely perform the duties of her position as recommended by her attending physician.

2040.11.1 A pregnant employee will be allowed to be absent for the period during which, in the opinion of her attending physician, she is temporarily disabled because of pregnancy, miscarriage, abortion, childbirth and recovery. The total absence for disability leave may not exceed the amount of time specified by law and certified by the attending physician.

2040.11.2 At the completion of the disability leave the employee may request leave under the provisions of the California Family Medical Leave Act. The total absence for family medical leave may not exceed the amount of time specified by law.

2040.11.3 The employee may use sick leave and vacation for physician-certified disability absences and/or California Family Medical Leave Act absences and shall be granted leave of absence without pay to the extent required to reach the amount of time specified by law.

2040.11.4 An employee returning to work at the end of disability leave and/or California Family Medical Leave Act absences will return to the same position or a comparable position with no loss of salary or benefits.

2040.12 Employees are eligible to request leave under the provisions of the California Family Medical Leave Act.

2040.12.1 When an employee elects to use the provisions of the California Family Medical Leave Act the time absent runs concurrently with the Federal Family Medical Leave Act for a maximum of twelve (12) weeks.

2040.12.2 The employee may use sick leave and vacation for the California Family Medical Leave Act and shall be granted leave of absence without pay to the extent required to reach the amount of time specified by law.

2040.12.3 An employee returning to work at the end of a California Family Medical Leave Act absence will return to the same position or a comparable position with no loss of salary or benefits.

2040.13 Placentia Library District offers a Catastrophic Leave-Sharing Program to give full-time and regular part-time employees a chance to support their colleagues who are facing a major health crisis, whether their own or that of a family member. The program allows employees to provide assistance in the form of donated leave. It is developed as a part of the District's efforts to create a caring environment. While the program establishes a mechanism for leave transfers, participation is entirely voluntary.

2040.13.1 Qualifying Situations: In order for an employee to receive donated leave from another employee, the following requirements must be met:

2040.13.1.1 Receiving Employee must:
* be an employee of the Placentia Library District;
* be in a position that accrues leave;
* have passed the waiting period to use leave;
* have exhausted all full-pay leave credits earned pursuant to the applicable Placentia Library District policies;
* be on an approved leave of absence;
* submit a Catastrophic Leave Request Form.

2040.13.1.2 The Receiving Employee's Absence must be due to:
* the employee's own medically certified "serious health condition" and be out more than 15 calendar days; or
* the medically certified "serious health condition" of the employee's spouse, domestic partner, parent, child, sibling, grandparent, or grandchild (or in-law or step-relative in one of these relationships).

2040.13.1.3 Donating Employee must:
* be an employee of the Placentia Library District;
* be in a position that accrues leave;
* have passed the waiting period to use leave;
* have accrued sufficient vacation leave to cover the donation (leave may not be donated prior to accrual);
* submit a Catastrophic Leave Donation Form.

2040.13.2 Nature of Donations. Donations must be:

* anonymous. Management will not identify the donor; the donor may choose to self-identify;
* approved by both the donor's and the recipient's department;
* entirely voluntary;
* donated in increments of ½ hour, not to exceed 8 hours per request and 40 hours per year.

2040.13.3 Process. The following steps need to be taken to assure proper processing of leave donations:

2040.13.3.1 Receiving Employee Initiates Request. The prospective recipient must submit the Catastrophic Leave Request Form to Administration, indicating the number of hours to be donated. The form must be accompanied by a physician's statement that documents that a serious illness exists, and estimates the length of the illness. Leave can only be donated and accepted for the month in which it will be used. It cannot be donated in advance.

2040.13.3.2 Administration will verify eligibility with managers and/or supervisors for both the donating and receiving employee.

2040.13.3.3 Administration will prepare the appropriate adjustments directly against employee balances. There is no financial impact at the time of donation. The impact will only be seen at the time of usage.

2040.13.3.4 Administration will notify the donor and recipient in writing that the debit or credit has taken place.

2040.13.4 Termination of Catastrophic Leave. Catastrophic Leave terminates when:
* the recipient receives any type of disability pay (LTD, Workers' Compensation)
* the recipient and/or donor terminates employment with the District.
* the District terminates the recipient and/or donor.
* the need no longer exists (based on physician's recommendation).

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: **Bereavement Leave**
POLICY NUMBER: **2050**

2050.1 This policy will apply to regular employees in all classifications.

2050.2 In the event of a death in the immediate family, an employee may be granted a paid leave of absence not to exceed five days. Bereavement leave is not charged against either sick leave or vacation time. The Library Director may require certification.

2050.3 Bereavement leave is based on an eight-hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of bereavement leave.

2050.4 "Immediate family" is defined as being spouse, parents, children, brother, sister, grandparents, father-in-law, mother-in-law, sister-in-law, brother-in-law or any other person who is a legal dependent of the employee.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: **Jury Duty**
POLICY NUMBER: **2060**

2060.1 This policy will apply to regular employees in all classifications.

2060.2 An employee summoned for jury duty will immediately notify his/her supervisor and the Library Director.

2060.3 While serving on a jury, the employee will be given a paid leave of absence for the duration of said jury duty. Said paid leave of absence is conditional upon the employee returning to work upon dismissal from jury duty each day if the amount of time spent on jury duty is more than two hours less than the normally scheduled work day. The employee will be able to complete his/her workday without the requirement of split hours.

2060.4 Pay for jury duty is also conditional upon the employee's conveyance to the District of any compensation received as a juror, not including any travel allowance received.

2060.5 Employees working less than forty (40) hours per week will receive a pro-rata allocation of jury duty leave.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: **Health and Welfare Benefits**
POLICY NUMBER: **2110**

2110.1 Medical Expense Insurance. The District provides health, hospital, vision, dental and disability insurance to cover non-occupational injuries and sickness for regular full time and part-time employees working twenty or more hours per week. The scope of coverage and the payment of premiums are subject to periodic review and revision by the Board of Directors.

2110.1.1 Exempt Employees Premium. The District pays the premium for all exempt employees and family, if applicable, for medical, dental, and vision coverage. Long-term accidental death and dismemberment insurance is paid for by the District for the employee only.

2110.1.2 Non-Exempt Employees Premium. The District pays the premium for the non-exempt employee only on medical, dental, vision, accidental death and dismemberment coverage for full-time and a pro-rata payment for regular part-time employees. Spouse and family coverage is available at the employee's expense for all policies except family long-term accidental death and dismemberment coverage.

2110.1.3 Deductible/Co-Pay Reimbursements. All employees enrolled in medical and/or dental coverage are eligible to receive deductible/co-pay reimbursements for the following conditions. Regular part-time employees enrolled in medical and/or dental coverage are eligible to receive pro-rata reimbursements. The maximum reimbursement for full-time employees is $500 per medical plan year (January to December).

2110.0.3.1 Medical Insurance Reimbursement of:

(a) $300 annual deductible. The Employee must submit receipt(s) from the care provider(s) that include the name and address of the provider, the date of the care and the amount paid to the provider.

(b) $15.00 co-pay for physician office visit. The Employee must submit a receipt from the physician's office that includes the name

and address of the provider, the date of the visit and the amount paid to the provider.

(c) $15.00 co-pay for physical therapy. The Employee must submit a receipt from the physical therapist's office that includes the name and address of the provider, the date of the visit and the amount paid to the provider.

2110.1.3.2 Dental Insurance Reimbursement of 50% of employee's portion for "Major" procedures. Employee must submit "Explanation of Benefits" statement from Plan Provider and an itemized receipt from the dentist's office. Orthodontia, cosmetic and/or any elective work is not reimbursable.

2110.2 Workers' Compensation Insurance. All District employees will be insured against injuries received while on the job as required by State law.

2110.3 Life Insurance. Life Insurance in the amount of $100,000 is provided for all full-time and regular part-time employees working twenty hours per week or more. The carrier reduces the amount of coverage after age sixty-five.

2110.4 Social Security and Medicare. Placentia Library District participates in Social Security and Medicare for all employees.

2110.5 Money Purchase Pension Plan.

2110.5.1 Upon achieving eligibility as defined in the Plan, employees will be enrolled in the District's Money Purchase Pension Plan.

2110.5.2 The District contributes eight per cent of an employee's annual salary to the Plan. There is no employee contribution to the Money Purchase Pension Plan.

2110.5.3 Employees are vested in the Money Purchase Pension Plan at a rate of twenty per cent per year for the first five full fiscal years of employment, and beginning in year six are fully vested.

2110.65 Deferred Compensation/457 Plan.

2110.6.1 Regular employees in all job classifications are eligible to participate in one of the Deferred Compensation Plans /457 Plans designated by the Library Board of Trustees.

2110.6.2 The Library does not make any contributions to a Deferred Compensation/457 Plan on the employee's behalf.

2110.6.3 Participation in the Deferred Compensation/457 Plan program is voluntary and the employee must process the application and manage the investments.

2110.6.4 Contributions to the Deferred Compensation/457 Plan are made with pre-tax dollars through payroll deduction.

2110.6.5 Individual staff members may request through the Library Director that the Library Board of Trustees approve additional 457 Plans.

2110.6.6 Information about all of the 457 Plans currently approved by the Library Board of Trustees is available from the office of Administrative Services.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: **Educational Assistance**
POLICY NUMBER: **2120**

2120.1 Employees of the District are encouraged to pursue educational opportunities that are related to their present work, that will prepare them for foreseeable future opportunities within the District, or that will prepare them for future career advancement in librarianship. To be eligible for reimbursement of course costs, the employee must receive advance approval for the class(es) from the Library Director.

2120.2 The District will reimburse regular employees for approved courses of study up to $2,500 per calendar year by the following criteria:

2120.2.1 The District will refund the entire cost of tuition and required class materials will be made if the employee received a grade of "B" or higher for the class.

2120.2.2 The District will refund one-half (½) of the cost of tuition and required class materials will be made if the employee received a grade of "C" for the class.

2120.2.3 The District will make no refund to employees who receive a grade below "C" for the class.

2120.2.4 Educational reimbursement is based on an eight-hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of educational reimbursement.

2120.2.5 Class time will not be considered part of the work week.

2120.3 Requests for reimbursement should be submitted in writing. The employee will be notified of final approval, or the reasons for disapproval. Those requests for reimbursement that are received after the class begins will be eligible for only one-half (½) of the usual reimbursement.

2120.4 Upon completion of the class(es) the employee is responsible for providing copies of the grade slip(s) and expense receipt(s) to the Library Director.

2120.5 Two types of classes are generally eligible for reimbursement per this policy:

2120.5.1 Classes that are related to the employee's present work assignment or which may prepare him or her for future foreseeable opportunities within the District. Such classes may be taken individually and need not be directed toward a degree or certificate.

2120.5.2 Classes that are taken as part of the requirement for a degree or certificate. In this case the employee must first have completed the equivalent of two (2) full years of college level study and have reached the equivalent of the "junior" year of a four-year degree program.

2120.5.3 Campus-based or web-based courses are eligible for reimbursement.

2120.6 If an employee leaves Placentia Library District within twelve months after receiving tuition reimbursement, then he/she must reimburse the District.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Library Board of Trustees August Meeting**

DATE: July 18, 2011

BACKGROUND

Currently, library staff does not foresee presenting agenda items for the Library Board Trustees to consider which would require immediate attention. As a result, it is anticipated that the August meeting would only include non-decision making reports such as the consent calendar, staff reports, general consent reports, claims, and treasurer's reports.

RECOMMENDATION

Discuss and determine whether to cancel the August 15, 2011 Library Board of Trustees regular meeting.

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Jeanette Contreras, Library Director

SUBJECT: **Personnel Committee**

DATE: July 18, 2011

BACKGROUND

The Personnel Board is an advisory body to the Library Board of Trustees on matters pertaining to personnel administration and a quasi-judicial review body for hearing employee appeals of certain disciplinary actions. In conducting its business the Library Board of Trustees considers the rights and interests of the Placentia Library District employees, the District administration and the citizens and taxpayers of the Placentia Library District.

The responsibilities of the Personnel Board include the following:

- The Board advises on matters concerning the administration of the Placentia Library District personnel rules and regulations;
- The Board hears administrative appeals from employees with respect to their rights as reflected in the Placentia Library District Policy Manual;
- The Board considers and hears appeals in respect to such matters involving adverse actions and grievances.

Currently two trustees serve on the Personnel Board – President Wood and Secretary DeVecchio. It has been a few years since a new Personnel Board has been identified. It is a best practice to rotate the responsibility of the Personnel Board.

RECOMMENDATION

Discuss and determine which Library Board of Trustees will serve on the Personnel Committee.