

HUMAN RESOURCES/RISK MANAGEMENT COMMITTEE NOTES

June 24, 2020

Attendees:

Committee members: James V. Curatalo (Chair) and Kevin Kenley

Staff members: Carrie Guarino, Rob Hills, Roberta M. Perez, Robbie Victorino and Robert Kalarsarinis

Members of the Public: None

Call to Order: 4:00 p.m.

Public Comment: None

Additions/Deletions to the Agenda: None

Introductory Remarks by Chair Curatalo

Chair Curatalo announced for the record that this meeting was conducted by teleconference pursuant to the Brown Act waivers provided for under the Governor's Executive Orders in response to the COVID-19 State of Emergency. Further, the agenda stated that there was no public location for attending this meeting in person. The agenda stated that the public may listen and provide comment telephonically by calling the number listed on the agenda. Chair Curatalo took a roll call of Committee members and staff present on the call, as listed above.

I. Amend Employee Policy No. 4.6, Use of District Vehicles

- Staff proposed a policy amendment to update Employee Policy No. 4.6, Use of District Vehicles. The current policy establishes guidelines and responsibilities for the assignment and use of District vehicles. In addition, the policy communicates the assignment, utilization, and control of District-owned vehicles. Staff is recommending the policy be amended to include updating the classifications assigned a District vehicle on a 24-hour basis and administrative language updates recommended by legal counsel.
- The committee concurred and recommended forwarding the item to the Board of Directors for consideration.

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2. Amend Employee Policy No. 7.5, Workplace Security

- Staff proposed a policy attachment to Employee Policy No. 7.5, Workplace Security. The proposed policy attachment “B” outlines the District’s policy on a Weapon-Free Workplace. The District is committed to maintaining a safe and secure environment in which to conduct its services. This requires minimizing the risk of injury or death associated with intentional or accidental use of weapons.
- The attachment to the current policy prohibits all persons performing work for the District from carrying or possessing a firearm or dangerous weapon on District property, while acting in the course and scope of their employment for and on behalf of the District. The policy also applies to visitors and customers, other than sworn law enforcement personnel, on District property. The policy also applies regardless of any license or permit an individual may have, including a license to carry a concealed weapon within the State of California, which otherwise authorizes the individual to carry firearms or weapons.
- The Committee concurred and recommended forwarding the item to the Board of Directors for review and approval.

Meeting Adjourned at 4:25 pm