



Highlands Recreation District

1851 Lexington Avenue • San Mateo, CA 94402

(650) 341-4251 • Fax (650) 349-9627

www.highlandsrec.ca.gov

"A Community Place to Learn, Grow & Play"

Topic: HRD Strategy Session Special Meeting

Time: March 24, 2024 12:00 PM Pacific Time (US and Canada)

Location: 1851 Lexington Ave., San Mateo, CA 94402

Board meetings are held in-person, with a Zoom participation option provided to the public as a courtesy. The public is encouraged to participate in whatever form they are most comfortable. If participating remotely via Zoom, see details below:

Topic: HRD Strategy Session Meeting

Time: Mar 24, 2024 12:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/89200520364?pwd=x8GdyN3zOgUkfvjAKIbANI2YkEBIMv.1>

Meeting ID: 892 0052 0364

Passcode: 495443

Dial by your location

+1 669 444 9171 US

Find your local number: <https://us06web.zoom.us/j/kc8BX3SN8z>

Board Members:

Andrew Aquino (Vice President)

Shirin Bakhshay

Pam Merkadeau (President)

Eric Olbekson

Uy Ut

Staff:

Christopher Gurr (Interim General Manager)

Meg Catmull (Assistant General Manager)

1. Call to Order

The meeting was called to order at 12:07pm by President Merkadeau.

2. Introduction of Guests

No guests present.

3. Communications, Announcements & Public Comments:

No public comments were received.

4. New Business

- a. Discussion: Organizational Strategy
- b. Discussion/Motion: EEC Assistant Director Pay Range & Job Description
 - i. Board Member Aquino made a motion, Board Member Olbekson second, to approve increasing the EEC Assistant Director pay range from \$25.00-\$30.00/hour to \$32.00-\$38.00/hour. The motion passed unanimously.
Vote: AA - Y; SB - Y; PM - Y; EO - Y; UU - Y
- c. Discussion/Motion: Amend/Extend Christopher Gurr Interim General Manager Contract
 - i. Board Member Olbekson made a motion, Board Member Aquino second, to amend and extend Christopher Gurr's Interim General Manager contract through 7/1/2024 not to exceed 30 hours per week without authorization from the Board President. The motion passed unanimously.
Vote: AA - Y; SB - Y; PM - Y; EO - Y; UU - Y
- d. Discussion/Motion: General Manager Recruiter Contract
 - i. No motion was made.
- e. Discussion/Motion: Reclassify Bookkeeper Position to Fulltime RNE-1
 - i. Board Member Olbekson made a motion, Board Member Bakhshay second, to approve reclassifying the bookkeeper position to fulltime RNE-1. The motion passed unanimously.
Vote: AA - Y; SB - Y; PM - Y; EO - Y; UU - Y
- f. Discussion/Motion: Private Swim Lesson Instructor, Swim Team Coach & ASP Head Teacher Benefits/Classification Recommendations
 - i. No motion was made.
- g. Discussion: Report from Interim General Manager on First 90 Days Insights

For the good of the order, item #4.g was moved after item #3

- h. Discussion: Board's Vision for the District
 - i. The matter was tabled.
- i. Discussion: Organizational Goal Setting through FY24-25
 - i. The matter was tabled.
- j. Discussion: 3 to 5 Year Planning
 - i. The matter was tabled.
- k. Discussion: Plan for next strategy meeting(s)
 - i. The matter was tabled.

5. Adjournment

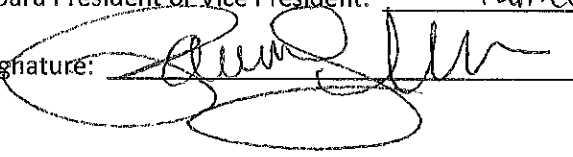
Board Member Aquino made a motion, Board Member Ut second, to adjourn the meeting. The motion passed.
Vote: AA - Y; SB - Absent; PM - Y; EO - Absent; UU - Y

The Meeting adjourned at 4:07pm.

Respectfully Submitted,

Meg Catmull
Board Secretary

Board President or Vice President: Pamela Merikadeau

Signature:  _____