

HIGHALNDS RECREATION DISTRICT
SPECIAL BOARD MEETING MINUTES

Tuesday, March 17, 2020

Attendees

GM Cathy Haas attended meeting from 1851 Lexington Avenue, San Mateo, CA in the Multi-Purpose Room. All other Staff and all Board members attended through teleconference.

Board Members:

Pam Merkadeau
Andrew Aquino (arrived 7:15)
Christopher Gurr
Michele McNeil
Eric Olbekson

Staff:

Cathy Haas
Amanda Armstrong
Kay Erikson
Dan Ryken
Cynthia Fregoso
Kim Adams
Arianna Carter
Kristen Lien

Community Members wishing to attend were encouraged to teleconference into the meeting.

1. Call to Order

The meeting was called to order at 7:10pm by Board Member PM.

2. Introduction of Guest

Guests were introduced.

3. New Business

a. Discussion/Action: Do we charge Patrons for cancelled services?

Action: The Board of Directors directed that patrons should submit a request to either accept or waive credits for all canceled classes.

b. Discussion/Motion Re: Sick leave for Full-time Exempt Staff

Board Member EO proposed, CG second, to approve 80 extra hours paid sick leave for all full-time exempt staff during the Covid-19 closure.

The motion passed unanimously.

Vote: EO – Y; PM - Y; CG – Y; AA – Y; MM – Y

c. Discussion/Motion Re: Sick leave for Full-time Non-Exempt Staff

Board Member CG proposed, AA second, to approve 80 extra hours paid sick leave for all full-time non-exempt staff during the Covid-19 closure

The motion passed unanimously.

Vote: EO – Y; PM - Y; CG – Y; AA – Y; MM – Y

- d. Discussion/Motion Re: Sick leave for Regularly Scheduled Part-time Non-Exempt Staff

Board Member EO proposed, CG second, to approve pre-scheduled paid sick leave for all Regularly scheduled part-time staff over a two-week period during the Covid-19 closure.

The motion passed unanimously.

Vote: EO – Y; PM - Y; CG – Y; AA – Y; MM – Y

- e. Discussion/Action: Suspending ACH/ARB during closure

Action: The Board of Directors directed that all ARB/ACH payments should be suspended until further notice.

- f. Discussion/Action: Benefit Contribution Payment

Action: The Board of Directors directed employee benefit contribution payments for staff who did not earn any income during a pay period would be paid by HRD so as not to disrupt medical and dental coverage.

- g. Discussion/Action: Continue or Suspend Summer Registration

Action: The Board of Directors directed Spring and Summer Registration should continue as scheduled.

- h. Discussion/Action: Construction in Progress

Action: The Board of Directors directed that Construction in Progress should continue as long as supplies are available and public works projects are exempt from the County Order.

- i. Discussion/Action: Communication Plan

Action: The Board of Directors directed that AA will review Community Communication before being sent out.

4. Adjournment

- a. Board Member PM made a motion to adjourn the meeting, MM second. The motion passed unanimously.

Vote: EO – Y; PM - Y; CG – Y; AA – Y; MM – Y

The Meeting adjourned at 9:29 p.m.

Respectfully Submitted,

Amanda Armstrong
Board Secretary