



# Highlands Recreation District

1851 Lexington Avenue • San Mateo, CA 94402

(650) 341-4251 • Fax (650) 349-9627

[www.highlandsrec.ca.gov](http://www.highlandsrec.ca.gov)

*"A Community Place to Learn, Grow & Play"*

## Updated Agenda

Topic: HRD Strategy Session 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>

1. Call to Order
2. Introduction of Guests
3. Communications, Announcements & Public Comments
4. New Business:
  - a. Discussion: Organizational Strategy
  - b. Discussion/Motion: EEC Assistant Director Pay Range & Job Description
  - c. Discussion/Motion: Amend/Extend Christopher Gurr Interim General Manager Contract
  - d. Discussion/Motion: General Manager Recruiter Contract

- e. Discussion/Motion: Reclassify Bookkeeper Position to Fulltime RNE-1
- f. Discussion/Motion: Private Swim Lesson Instructor, Swim Team Coach & ASP Head Teacher Benefits/Classification Recommendations
- g. Discussion: Report from Interim General Manager on First 90 Days Insights
- h. Discussion: Board's Vision for the District
- i. Discussion: Organizational Goal Setting through FY24-25
- j. Discussion: 3 to 5 Year Planning
- k. Discussion: Plan for next strategy meeting(s)

## 5. Adjournment

Public comments can be submitted to the District prior to the meeting by emailing [admin@highlandsrec.ca.gov](mailto:admin@highlandsrec.ca.gov). Public comments will also be taken on each agenda item during the meeting. Comments received by email prior to 3 pm on the day of the meeting will be forwarded to the Board prior to the meeting, made a part of the public record, and be available for public review at this link: <https://highlandsrec.ca.gov/hrd-board-meetings>.

To comment orally in real time during the meeting, you may use the Zoom "raise hand" function on your computer screen or the \*9 function on your phone.

Board Meetings are accessible to people with disabilities. Individuals who need special assistance or disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting; or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact the Board Secretary at [generalmanager@highlandsrec.ca.gov](mailto:generalmanager@highlandsrec.ca.gov). Notification in advance of the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it. Public records that relate to any item on the open session agenda for a regular board meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Board. The Board has designated the office of the Highlands Recreation District, located at 1851 Lexington Ave, for the purpose of making those public records available for inspection. The agenda, meeting notice, agenda packet and other writings distributed to the Board in connection with this meeting are also available for public review at this link: <https://highlandsrec.ca.gov/hrd-board-meetings>.