

MURPHYS CEMETERY DISTRICT

Minutes of the Special Board of Directors meeting of June 9, 2019

CALL TO ORDER: The meeting was called to order by Chair Karen Kaua at 1:09 PM in the EPVMD Hall AKA Lion's Hut. Present were Trustees Jeff St. Louis, Kristi Darby, Maureen Elliott, Karen Kaua and Patti Cripe.

QUORUM: A quorum of five board members was present.

PUBLIC COMMENTS: None

CLOSED SESSION: The Board went into closed session at 1:15 PM
The Board returned to open session at 2:03 PM.

REPORT ON ACTION ITEMS FROM CLOSED SESSION:

Chair Kaua reported that no reportable action was taken in the Closed Session.

NEW BUSINESS:

1. Discussion and possible action on changing method of wage payment for Groundskeeper position: Darby moved that the method of paying wages for the Groundskeeper position be changed from salary to hourly starting on July 7, 2019. Cripe seconded the motion and it passed 5/0.
2. Discussion and possible action on salary range and hours of work for Groundskeeper position: Elliott moved that the Groundskeeper position is to have required work days of Tuesday, Wednesday and Thursday each week with five (5) hours required to be worked each of those days and with no specific hourly schedule for when the work hours must be done on these work days. Also up to two (2) optional hours of additional work time each week if the work schedule requires that extra time. Those optional hours may be worked any day of the week and are not to carry over to the next week. These changes to start July 7, 2019. This work schedule to be reviewed after a 6 month trial to make sure it is working as planned. Cripe seconded the motion and it passed 5/0.
3. Discussion and possible action on offering paid holidays and vacation pay to employees: Darby made a motion that after July 7, 2019 the MCD offer seven paid holidays each year: New Year's Day; Memorial Day; July 4th; Labor Day; Veteran's Day; Thanksgiving Day and Christmas Day. In addition the MCD to provide vacation days that will give 3 work days after the 1st anniversary on the job; 6 work days after the 5th anniversary on the job and 9 work days after the 10th anniversary on the job, with the Employee Handbook covering the details on accrual and carryover. The current Groundskeeper is to be credited for 6 days of vacation time accrued as of December 31, 2018. Cripe seconded the motion and it passed 5/0.
4. Discussion and possible action on changes to the Job Description for the Groundskeeper position: Discussion was held on whether required attendance of the Groundskeeper at board meetings was necessary since that often means about 3 of the work hours a month would be at board meetings. Kaua moved that the Groundskeeper no longer attend board meetings as an employee and that other agreed upon changes to the Job Description should be approved as presented. Cripe seconded the motion and it passed 5/0.
5. Discussion and possible action on the draft Employee Handbook: Several punctuation changes and a couple of wording changes were suggested and agreed on during discussion. Kaua moved that the changes be made to the final version and the motions adding paid holidays and vacation time be added as approved at this meeting. Elliott to type the changes to the Employee Handbook and the Groundskeeper Job Description and also to finalize a letter to the current Groundskeeper describing the changes the board has voted on with the final versions of those documents to be emailed to the entire board for review before they are provided to the MCD's current Groundskeeper. All the final documents are to be both mailed and emailed to the Groundskeeper. Darby seconded the motion and it passed 5/0.

ADJOURNMENT: St Louis moved that the meeting be adjourned. Darby seconded the motion and the motion passed 5/0.

The meeting adjourned at 5:05 PM

The next meeting is scheduled for June 19, 2019 at 7PM in the Murphys Historical School house