

**Burney Water District**  
**Board of Director's Personnel and Policies Standing Committee Meeting**  
**April 11<sup>th</sup>, 2018**

**ITEM**

**1. CALL TO ORDER AND ROLL CALL**

**PRESENT:** Directors Britta Rogers, Fred Ryness, and District Manager Willie Rodriguez.

**ABSENT:** None.

**CALL TO ORDER:** Director Ryness called the Meeting to order at 10:15 a.m.

**2. PUBLIC SPEAKERS:**

None.

**NEW BUSINESS:**

- 3. Review Criminal Offender Record Information Policy:** District Manager Willie Rodriguez summarized the purpose and need for the Criminal Offender Record Information Policy. This policy is a requirement because of our hiring process; we have applicants go through a criminal background check and Livescan finger printing if we make a contingent job offer. This information that gets sent to us regarding the applicant is confidential so they want to make sure we have the proper policies in place to make sure those records are handled properly by District. Determine if the Lifeguards need to go through this process because it is temporary employment and if they are a minor then we will need to determine if they are legally obligated to go through this process or if we need parent permission. The employees that will be receiving these documents will need a criminal clearance and be in charge of making sure these documents are not reproduced. Will need to see if the scope needs to change due to Board applicability. Put the employee statement at the end of the document and bring it to the board for adoption.
- 4. Review Draft General Policy Manual – Section 1000:** District Manager Willie Rodriguez requested to table this item until the April 25<sup>th</sup> Meeting.
- 5. Review Future Agenda Items and Summarize Board Direction:** Cross Reference the Criminal Offender Record Information Policy with the Board Policy, Draft General Policy Manual – Section 1000 and next Personnel and Policies Meeting on April 25<sup>th</sup>, 2018.
- 6. Adjournment:** Director Ryness called for adjournment at 11:14 a.m.

  
CHAIRPERSON

  
BOARD SECRETARY