



**7. OLD BUSINESS:**

- None

**8. NEW BUSINESS\***

**A. Discussion and Potential Approval of the Policy & Procedure & District Bylaw Committee Meeting Calendar:**

- President Nicely stated that due to the committees personal commitments each Board Member has in place that the calendar be placed on “Old Business” and that a determination would be made at a later date as to when the committee will meet again.

**Board Member Robbins motioned to table the Policy & Procedure & District Bylaw Committee Meeting Calendar. Second by President Nicely to table the Policy & Procedure & District Bylaw Committee Meeting Calendar. President Nicely called for a vote. A vote in favor of the motion was unanimously approved.**

- Board Member Robbins– yes
- President Nicely- yes

**9. PRESENTATION, REVIEW AND REVISION OF THE FOLLOWING POLICIES & PROCEDURES:**

**(1) Code of Ethics:**

- President Nicely reported that this policy was brought to the committee due to the fact that policy made reference to the Board of Directors. The policy is a Human Resource Policy and is more directed towards employees.

**President Nicely motioned to approve removing the Code of Ethics Policy & Procedure from future agenda’s. Second by Board Member Robbins to approve removing the Code of Ethics Policy & Procedure from future agenda’s. President Nicely called for a vote. A vote in favor of the motion was unanimously approved.**

- Board Member Robbins– yes
- President Nicely- yes

**(2) Board Policy on Receipt of Correspondence Regarding Personnel Matters:**

- Board Member Robbins stated that he had no issues on this policy.
- President Nicely would like to provide a memo to the full Board of Directors on the receipt of correspondence and ensure the Board of Directors are not responding to any correspondence and that if they receive any type of document to please provide to the Administrator (CEO). President Nicely also wants to ensure that a “Confidential File” is kept on any correspondence the Board of Directors receive. This file needs to be kept in the CEO’s office.
- The committee requested that the Request to the Correspondence Policy be revised as follows:
  - Remove attachment Exhibit A from the policy since an attachment does not exist.

- Wavier of Right to Privacy is a specific item mentioned in the policy and requested to research if there is a waiver. This item might fall under the Brown Act and if so verbiage needs to be added referring to this waiver.

**President Nicely motioned to revise the policy as discussed and provide a copy of the revised policy to the committee with requested changes. Second by Board Member Robbins to revise the policy as discussed and provide a copy of the revised policy to the committee with requested changes. President Nicely called for a vote. A vote in favor of the motion was unanimously approved.**

- Board Member Robbins– yes
- President Nicely- yes

**(3) Board / CEO Operating Governance Protocols:**

- Discussion took place on the following recommended changes to the policy:
  - Remove #3 from Leadership Procedure
  - Add reference of Article 3 – Section 6 from the BVCHD District Bylaws
  - Remove # 7 on page 2 “Governance Team Relationship
  - Revise the verbiage in #2 “Staff Relationships”
  - Revise # 2 The word “sites” needs to be removed
- Mr. Kelly, public member, suggested that Internal Board Operations #1 be considered by the committee to be further discussed to potentially remove this statement from the policy.
- President Nicely wants to leave this item on the policy and bring the policy back to the committee with the requested revisions.

**President Nicely motioned to revise the policy as discussed and provide a copy of the revised policy to the committee with requested changes. Second by Board Member Robbins to revise the policy as discussed and provide a copy of the revised policy to the committee with requested changes. President Nicely called for a vote. A vote in favor of the motion was unanimously approved.**

- Board Member Robbins– yes
- President Nicely- yes

**(4) Public Participation at Board of Directors Meeting**

- Discussion took place on the following recommend changes to the policy:
  - Revise verbiage in second sentence of item B. General Guidelines
  - Remove # 2 from “General Guidelines”
  - Follow up on adding some of the verbiage from #3 to the Board & Committee agenda’s under Public Forum Section for Closed & Open session.
  - Revise the verbiage on the last sentence of # 6 “The President may”
- Discussion took place with Mr. Kelly and the committee members regarding the public’s participation at Board & Committee Meetings; Mr. Kelly felt that the public has a right to address the Board & Committees without having to worry about being asked to leave any meeting.

- President Nicely stated that if at any time a Board Member feels threatened in any manner or if a public member is offensive to a Board Member, such as pointing or verbal threats and inappropriate behavior they will stop the meeting and ask the public member to leave or the Board can adjourn the meeting.

**President Nicely motioned to revise the policy as discussed and provide a copy of the revised policy to the committee with requested changes. Second by Board Member Robbins to revise the policy as discussed and provide a copy of the revised policy to the committee with requested changes. President Nicely called for a vote. A vote in favor of the motion was unanimously approved.**

- Board Member Robbins– yes
- President Nicely- yes

**(5) Board Members Code of Conduct:**

- President Nicely stated that the committee was comfortable with this policy and no discussion or revision was required.

**10. PRESENTATION, REVIEW AND REVISION OF BVCHD BYLAWS\***

(1) August 2015 BVCHD Bylaws

- President Nicely stated that the committee will review the Bylaws at the next meeting.

**11. ADJOURNMENT**

**President Nicely motioned to adjourn the meeting. Second by Board Member Robbins to adjourn the meeting. Board Member Robbins adjourned the meeting at 3:30 p.m.**