



Tulare Public Cemetery District



900 East Kern Avenue Tulare, CA 93274
Phone (559) 686-5544 Fax (559) 686-7484

BOARD AGENDA

**Special Board Meeting
December 21, 2021
1:00 P.M.**

PRELIMINARIES:

- 1.1 Call to Order
- 1.2 Roll Call
- 1.3 Public Comments (Three (3) Minutes Per Person)
- 1.4 Trustee Comments (Three (3) Minutes Per Person)

NOTICE TO THE PUBLIC PUBLIC COMMENT PERIOD

AT THIS TIME, MEMBERS OF THE PUBLIC MAY COMMENT ON ANY ITEM THAT IS NOT ON THE AGENDA THAT IS WITHIN THE JURISDICTION OF THE BOARD. Under state law, matters presented under this item cannot be discussed or acted upon by the board at this time. For items appearing on the agenda, the public is invited to make comments at the time the item comes up for board consideration. Any person addressing the board will be limited to a maximum of three (3) minutes so that all interested parties have an opportunity to speak

OPEN SESSION – AGENDA ITEMS: (All items are subject to discussion and possible action by the Board of Trustees.)

- 2.1 Media Communication and Articles
- 2.2 Ratifying Pallbearer Policy
- 2.3 Consideration of Vendor/Professionals Policy
- 2.4 Policy Regarding Confidentiality
- 2.5 End of the Year Incentive Bonus

CLOSED SESSION – ITEMS:

- 3.1 **Public Employee Evaluation** (Government Code Section 54957) For the Position of: Manager.

OPEN SESSION FROM CLOSED SESSION:

- 2.5 **Announcements out (If Any)**

ADJOURNMENT:

OPEN SESSION AGENDA ITEMS
NOTICE TO THE PUBLIC

ALL WRITINGS, MATERIALS AND INFORMATION PROVIDED TO THE BOARD FOR THEIR CONSIDERATION RELATING TO ANY OPEN SESSION AGENDA ITEMS OF THE MEETING ARE AVAILABLE FOR PUBLIC INSPECTION DURING NORMAL BUSINESS HOURS MONDAY THROUGH FRIDAY 8:00 AM – 5:00 PM AT THE ADMINISTRATION OFFICE OF THE DISTRICT LOCATED AT 900 E. KERN AVE., TULARE, CA 93274

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU SHOULD NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE BOARD OFFICE AT (559) 686-5544 FORTY-EIGHT (48) HOURS PRIOR TO THIS MEETING.

Rules of Decorum

- Meetings of the Tulare Cemetery District shall be conducted in an orderly manner to ensure that the public has a full opportunity to be heard and that the deliberative process of the Trustees is retained at all times.
- No person in the audience at a District meeting shall engage in disorderly, boisterous conduct or other acts which disturb, disrupt or otherwise impede the orderly conduct of any District meeting.
- The Chair shall request that a person who is breaching the rules of decorum be orderly and silent. If, after receiving a warning from the Chair, a person persists in disturbing the meeting, the Chair shall order him or her, to leave the District meeting.
- If such person does not remove himself or herself, the Penal Code provides that every person who, without authority of law, willfully disturbs or breaks up any meeting, not unlawful in its character, is guilty of a misdemeanor.

Addressing the Cemetery Board

- No person shall address the Trustees without first being recognized by the Chair.
- Each person shall confine his or her remarks to the agenda item.
- Each person shall limit his or her remarks for business items or oral communications to three minutes, with a total of 15 minutes allotted for the Public Comment Period unless further time is granted by the Chair.
- All remarks shall be addressed to the Trustees as a whole and not to any single member thereof, unless in response to a question from such member.
- No question may be asked of the Trustees without permission of the Chair.

Trustee Conduct

- The Tulare Public Cemetery Trustees agree to disagree.
- The Tulare Public Cemetery Trustees when desiring to speak shall address the Chair and confine their remarks to the questions under debate.
- The Tulare Public Cemetery Trustees will use respectful language, will not shout nor use aggressive behavior when communicating ideas, beliefs or comments.
- The Tulare Public Cemetery Trustees will not allow personal attacks on staff, each other, or the public.
- The Tulare Public Cemetery Trustees will not condone issues brought before the board that warrant public review without allowing the staff to review the situation and/or permission to add to the board agenda. Issues that warrant review, discussion and/or consideration of the legislative body shall be presented at an open and public meeting in a courteous and professional manner.
- The Tulare Public Cemetery Trustees will not condone grandstanding.
- The Tulare Public Cemetery Trustees will not belabor issues that have either been resolved or tabled to ensure continued productive discussions and decisions.
- The Tulare Public Cemetery Trustees will be proactive in addressing disagreements with fellow members or staff by directly addressing concerns with that member through meaningful and respectful dialogue.

THE BOARD OF TRUSTEES OF THE TULARE PUBLIC CEMETERY DISTRICT

Adopted this Resolution on 12/02/2021 by the following vote:

AYE: Avila, Presant, Ramos, Pennington, Aguilar

NO:

ABSENT:

ABSTAIN:

RECUSE:

Resolution No. 2021-_____

Resolution against Pallbearing by District Employees

WHEREAS, the Tulare Public Cemetery District is dedicated to safeguarding the District, its Trustees, employees, and agents. It is the duty of the Board of Trustees of the Tulare Public Cemetery District to ensure the safety of the District and its agents.

WHEREAS, it is necessary to discontinue certain activities by public cemetery district employees for the protection of the district.

WHEREAS, the act of pallbearing by a public cemetery district employee can potentially be a danger to the employee and to the public.

WHEREAS, funeral homes and funeral services have begun to more frequently rely upon Cemetery District employees to provide pallbearing services when none are provided by the family.

WHEREAS, it is not in the best interest of the district to be exposed to the risks stated above.

WHEREAS, The Board of Trustees, during its regular meeting on December 2nd, 2021 voted 5-0 to disallow district employees to act as pall bearers for anything other than a direct burial service at the Tulare Public Cemetery, North and Kern locations.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees of the Tulare Public Cemetery District does not allow its employees to pall bear outside of direct burial services. Thus, the responsibility of finding pallbearers rest with the funeral homes, and or the families/hosts of the deceased.

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED:

TULARE PUBLIC CEMETERY DISTRICT

Xavier Avila,

Chair, Board of Trustees

THE BOARD OF TRUSTEES OF THE TULARE PUBLIC CEMETERY DISTRICT

Adopted this Resolution on 12/21/2021 by the following vote:

AYE:

NO:

ABSENT:

ABSTAIN:

RECUSE:

Resolution No. 2021-_____

Resolution Regarding Communication with Tulare Public Cemetery District

By Providers of Professional Services

WHEREAS, the Tulare Public Cemetery District is dedicated to safeguarding the District, its Trustees, employees, and agents. It is the duty of the Board of Trustees of the Tulare Public Cemetery District to ensure the fiscal responsibility of the District and its agents.

WHEREAS, the Tulare Public Cemetery District subscribes to professional services from multiple professionals in various fields, including but not limited to Attorneys, Accountants, and Information Technology Professionals.

WHEREAS, these professional services typically charge by the hour, incurring costs to the District and to the Taxpayers for communications or services.

WHEREAS, limiting the agents of the District who may communicate with professionals serving the District would reduce costs for the District.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Trustees of the Tulare Public Cemetery District restricts communication and requests for services from professionals working for the District to the current Chair, the District Manager, and either of their designees. Such designees will be designated in writing from either the Chair or the District Manager. As the Chair of the District rotates, such professionals shall be informed, in writing, of the newly appointed Chair upon such appointment no less than fifteen (15) days after such appointment.

Furthermore, this resolution and its instructions shall be circulated to all professionals retained by the District for the purpose of clarifying who may incur billable communications or services on behalf of the Tulare Public Cemetery District.

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED:

TULARE PUBLIC CEMETERY DISTRICT

Xavier Avila,

Chair, Board of Trustees

**TULARE PUBLIC CEMETERY DISTRICT
900 E KERN AVE.
TULARE, CALIFORNIA 93274**

DISTRICT MANAGER JOB DESCRIPTION

The District Manager is directly responsible to the Board of Trustees for implementation and adherence to Board policies, rules, regulations and laws that govern public cemeteries.

DUTIES AND ACCOUNTABLE RESPONSIBILITIES

Oversees ~~Be responsible for the overall~~ programs of maintenance, and beautification of the District grounds and facilities. Becomes proficient in ~~Oversees~~ all activities involved in sales and services, including financial and clerical procedures. Supervises the personnel program for the District, including the administration, review and recommended revision of personnel policies and procedures to the Board of Trustees. Oversees all recruiting, screening, hiring of potential employees and setting of compensation. ~~Recruits, screens, hires potential employees, and sets compensation.~~ Prepares annual District budget, prepares Board meeting agenda packets, documents Board meeting minutes, makes recommendations to trustees involving District policy and procedures, and investigates complaints and inquiries concerning the District. Creates a safe work environment. Attends all Board of Trustee meetings unless otherwise excused, plus other duties as assigned by the Board of Trustees.

KNOWLEDGE OF:

Principles, problems and methods of public administration including organization, personnel and fiscal management, office management principles, methods and procedures, state and local laws and regulations relating to the operation of a public cemetery district, and principles of employee supervision and training.

ABILITY TO:

Analyze and solve problems of organization and management. Prepare reports and make recommendations on the setting of District policies. Train and supervise the work of subordinate personnel, establish cooperative and effective working relations with subordinates, public groups and organizations, District Trustees and other governmental agencies. Analyze and interpret fiscal and accounting records and data and prepare reports. Relate and deal with families and individuals in grief, and under emotional stress.