



THE RANCH

(Belvedere Tiburon Joint Recreation Committee)

Special Meeting Minutes

Friday, August 14, 2020 6:00 p.m.

Dairy Knoll, 600 Ned's Way, Tiburon CA 94920

Call to Order and Roll Call

Chair Schaefer called the meeting to order at 6:03 p.m., with the following Board members present:

Julianne Schaefer – Belvedere Representative, Chair	Present
Jason Rosell - Tiburon Representative, Vice Chair	Present
Jerry Riessen – Tiburon Representative	Present
Chelsea Schlunt - Belvedere Representative	Present
Bob McCaskill - Belvedere Council Member	Present
Melissa Feder – Belvedere Representative	Present
Sherry Wangenheim – RUSD Representative	Absent
Erin Burns – Tiburon Representative	Absent
Jon Welner – Tiburon Council Member	Absent

Staff in attendance:

Jessica Hotchkiss, Recreation Director

I. Public Comment

No public comment was made.

II. Discussion Item

A. Response and Action taken on Marin Civil Grand Jury Report, Web Transparency of Agency Compensation Practices

Hotchkiss stated that each year the Marin Civil Grand Jury selects agencies to audit (review) and while The Ranch was not selected to be audited by the Marin Civil Grand Jury, it must respond to the report. The Ranch's response to the report was included in this meeting packet and is titled, *Response to Grand Jury Report*. Despite not being requested to do so, The Ranch will be adding the link to Employee Compensation and Benefits to its website to be compliant in the area of web transparency.

III. Action Items

A. Consider the adoption of amending BTJR Personnel Policies to add a new job definition to allow for part time employees without benefits.

While Hotchkiss stated that there is not a new financial report to provide since the last meeting on August 6, 2020, she did announce that as of the day prior, The Ranch had received a \$3,000

grant from the Tiburon Peninsula Foundation (TPF) to be used toward youth scholarships. Another community organization, All In, has agreed to match the TPF donation so that students can have their program fees covered 100%. Based on current enrollment numbers in the Academy Club Program, The Ranch is on track to exceed the projected budget that was last provided for Academy in Fall. Enrollment was only opened for session 1 of Academy Club, other programs like tennis or contract classes have not yet opened, so those numbers are not reflected in the financial report. Adult programs are enroll as you go, so those numbers are likely to be steady.

Hotchkiss continued by reminding the board that much of the LAIF savings account has been used by today and that her original June proposal was that at the completion of summer, she would eliminate three full time youth programming positions due to lack of programming revenue. The four remaining full time staff would be reduced to part time and no longer receive benefits. The benefits that are provided in addition to state-mandated benefits include a health plan, dental plan, and contribution to a 457B retirement plan. Full time employees are each given a stipend of \$816 per month for their health & dental plan. In order to continue to provide the four remaining employees with these benefits through the end of the fiscal year, it would cost \$19,580 in expenses.

Addressing the suggestion of employees receiving partial benefits, Hotchkiss referenced *The Ranch Personnel Policies* Chapter 3: Categories of Appointment and read the definition of a Regular Employee. Per the definition, The Ranch would be able to provide partial benefits under the definition of Regular Employee. A new position of Part Time Regular Employee with Partial Benefits would need to be created and added to the *The Ranch Personnel Policies*. If the board wishes to accept the addition of this new position within the existing category of Regular Employee, then there would be no need to vote on the action item.

McCaskill questioned if Hotchkiss had included in her financial projection the cost associated with continuing to provide full benefits for the four remaining employees. Hotchkiss replied with no. Rosell asked to clarify that if under the current personnel policies, staff could be reduced to part time and still qualify for health benefits. Hotchkiss stated yes. Hotchkiss clarified that some employees choose to receive direct health coverage through the Ranch's health plan, while other employees choose to receive the \$816 stipend and pay for their own health plan.

McCaskill stated that he is opposed to cutting health benefits, but would be open to providing prorated health benefits dependent on hours worked. Rosell also stated that he is very opposed to cutting health benefits ever. Riessen stated that he supports keeping benefits. Hotchkiss shared her screen to show various budget scenarios. In scenario 1 of paying out full benefits, the bank balance as of March 1, 2021 would be \$191,962 . In scenario 1 of paying out 50% benefits, the ending balance would be \$200,746. Feder stated that she would in no way support decreasing health benefits in any capacity and that The Ranch should move forward with providing full benefits despite the financial impact of doing so. Schaeffer posed the option of having employees purchase insurance through Covered California and then The Ranch could subsidize part of what the employee would have to pay out of pocket. All Board members were in accordance that they do not want employee health benefits cut.

There was no motion to move Action item A.

IV Adjourn

The next regular meeting is scheduled for September 21, 2020 at 7:00pm.

There being no further business before the Board, Chair Schaefer adjourned the meeting at 6:43 p.m.

Respectfully submitted,
Michelle Barsky