

MURRIETA VALLEY CEMETERY DISTRICT

Laurel Cemetery/District Office
42800 Ivy Street
Murrieta, CA 92562

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www.murrietacemetery.org/

MINUTES

REGULAR MEETING OF THE BOARD OF TRUSTEES

January 23, 2024 at 2:00pm

District Office: 42800 Ivy Street

- **Call to Order** – *Chair Penko called meeting to order @ 2:00 PM*
 - **Pledge of Allegiance** -- *Complete*
 - **Roll Call** Trustee McConnell, Chair Penko, Trustee Busch, Vice Chair Mejares, Trustee Klein, District Manager Sauer, Office Manager Richi – *All present.*
 - **Approval of Agenda** -- *A motion to approve the agenda was made by Trustee Klein, seconded by Trustee Busch. Motion Carried 5/0.*
 - **Discussion Items**
 1. **Murrieta Police Department Introduction** -- *Complete*
 2. **Research security camera options** – *More research needed, will revisit at later meeting.*
 3. **Benefits coverage for employee dependents and trustees** – *More research needed, will revisit at later meeting.*
 - **Action Items**
 1. **Source and consider human resource consultant company** – *A motion was made to approve hiring new HR Company Cultureworks by Vice chair Mejares, seconded by Trustee Busch. Motion carried 5/0.*
 2. **Update policy to reflect new hire employment contingent on acceptable background check** – *Already within Policy*
 3. **Update policy to indicate that employees may not access cemetery buildings or storage facilities outside of normal working hours except in case of emergency for cemetery business, in which case the General Manager and/or office manager must be notified immediately.** -- *A motion was made by trustee Klein to update policy, seconded by Chair Penko. Motion Carried 5/0.*
- Entered into closed session at 02:52 PM.*
- **Closed Session(s)**
 1. **Personnel Matters - Public Employee Discipline/Dismissal/Release**
Pursuant to Government Code Section 54957 Job Title: Groundskeepers
Came out of closed session at 03:13 PM.
 - **Next Meeting Date:** February 27, 2024 at 2:00PM
 - **Adjournment** – *With no further business to attend to Chair Penko adjourned the meeting at 03:33 PM*

In compliance with the Americans with Disabilities Act, if you need special assistance in this meeting, please contact the District Manager at (951) 677-4223. (28 CFR 35.102.35.104 ADA Title II)

All supporting documentation is available for public review at the Murrieta Valley Cemetery District Office located at 42800 Ivy St. Murrieta, California, during regular business hours:

8:00 a.m. – 4:00 p.m. – Monday through Friday.

Agenda items are also available online at www.murrietacemetery.org

CERTIFICATION

I, Michael Sauer, District Manager of the Murrieta Valley Cemetery District, do hereby certify that a copy of the foregoing agenda was posted on *Friday, January 19, 2024 at 2:00 pm* at 42800 Ivy Street, Murrieta, California, and on the district's website at least 24 hours prior to the time of this Regular Meeting.

Date: January 19 2024

By: Michael Sauer, District Manager