

GF CEMETERY MINUTES AUGUST 19, 2024
FOR REGULAR MEETING ON SEPTEMBER 9, 2024

CALL TO ORDER: Time: 7:42p.m. Adjourned: 7:53p.m.

Roll Call: David Kong (Chair), Beatriz Diaz (Clerk), Raul Rodriguez, Clara Valdivia, Jim Thorp
All Board members present

Public Comments:

No Public Comments

Approval of August 19, 2024, MINUTES:

Public Comment: No public comments

Motion by: Raul Second by: Jim

AIF: All, No Objections, No Abstentions, Motion: PASSES

Greenfield Cemetery Manager Manuel Mireles Report:

The manager called Beatriz and reports he won't attend the meeting because he is ill. Per phone conversation manager reports there were 2 burials in July, and 4 in August.

Greenfield Project Manager Janet Thorp

Janet working on CemSite burial plots for the Website.

Informational Item:

Update on Agenda Show Cases

Board approved for Raul to purchase/order 3 Agenda Show Cases (GF Park, GF Elm Cemetery & Oak Cemetery) @ around \$500.00 each show case

Discussion Item:

Employees Board Policy, Employee/s to provide all documentation before starting employment (job Application, Photo ID., I-9, W-9)

Item discussed and recommendation were for our next board meeting bring a Manila folder with all blank documents needed for each employee's file. Employees files need to be updated if no application on file employee must file an application. Suggestion for board to Adopt/Approve Board Policy. Policy 1: Employee must submit all appropriate documents before employment, Policy 2: Employee will complete own timecards provided by District.

Employee/s to complete own Timecards provided by District

Each employee MUST complete their own time sheets.

PCA Conference (David)

David gave a brief report on the PCA Annual Conference and was tabled for next board meeting.

Action Item:

Approve new Timecards, Employees Application, I-9, and board policy for all employees.

Janet will provide copies of Timecards, Application, I-9 for board to approve

Approve Independent Auditor (Financial Report)

No name on new independent Auditor. Greens Accounting working on Audit

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Closed Session:

Employment review and job description

Motion by: **Raul** Second by: **Clara**

All In Favor: **All**, **No** Objections, **No** Abstentions, Motion: **PASSES**

Time of Closed Session: **7:54p.m.** Meeting Adjourned: **8:17p.m.**

No Decisions made in Closed Session. There was nothing to Report

Board Comments: