

**VISALIA PUBLIC CEMETERY DISTRICT  
BOARD OF TRUSTEES REGULAR MEETING  
WEDNESDAY, May 26, 2021 9:00 A.M. Cemetery Office**

All attendees to enter through back door – non-vaccinated attendees to wear masks and distance themselves 6 feet from other attendees.

**MINUTES**

The meeting of the Board of Trustees was called to order at 9:00 am by Chairperson Link. Other Trustees present; Felts, Philpot, Ouzounian and Johnson. Also present were District Manager Summers and 1 member of the public.	CALL TO ORDER AND RECORD OF ATTENDANCE
Tom Link introduced Lori Aguilar, she is in Lions Club with Tom and she works at Quail Park, she is interested in the cemetery board. Tom told her she could reach out to any Trustee or the Manager.	Public Comment
MMSC Approve with a name spelling change. Philpot/Ouzounian All ayes.	Minutes from Regular Meeting on 4-28-2021
MMSC Approve one-time compensation for outstanding performance during pandemic for all employees of the district for a net \$10,000 of pay at \$1,000 to full time and \$500 to part time. Ouzounian/Felts All ayes.  MMSC Approve the changes to the wage scale as presented. Philpot/Felts All ayes.  MMSC Approve the 2021/2022 budget as presented subject to quarterly in- depth reviews for changes needed. Ouzounian/Felts All ayes.	Update from Financial Oversight Committee and presentation of a. Proposal 1 time compensation – COVID-19 b. Proposed wage scale c. Proposed 2021-2022 Budget
MMSC Approve recommendation for DM to fill future Bookkeeping and Administrative Assistant to the DM with candidates that may have the potential to assume the DM position in the future. Philpot/Johnson All ayes.	Personnel Committee Report Recommendation
Summers gave her report. There was a typo in the vision plan that needs be corrected. Additional wording regarding no changes to policy and in recognition of Cheryl's dedication were requested in the memo regarding her approved use of accrued sick time.	Strategic Plan and Managers Report
Summers gave her report.	Burial Count and Workload report for March
Summers gave her report. MMSC to accept as reported. Ouzounian/Philpot All Ayes.	Financial Reports and Credit Card review
<del>_____</del> the list is a good reminder of all that needs to be done. Trustee Ouzounian to work with <del>_____</del> to select an architect to redesign office to include family meeting offices. Trustee Philpot to work with DM Summers to complete the plan.	Continue update of Strategic Plan – led by Trustee Philpot

→ Felts + Philpot

