

CODESP

20422 Beach Blvd. Suite 400 • Huntington Beach, CA 92648 • 714/374-8644
Teleconference Locations Listed On Following Page



BOARD OF DIRECTORS

Officers

BethAnn Arko, President
Brandon Tietze, Vice President

Board Members

Darlene Avalos
Danelle Bautista
Eliana Ceja
Paul Deines
Joel Garcia
Jessica Glover
Norma Gonzales
John Linke

REGULAR BOARD MEETING

February 10, 2023

9:30 A.M.

NOTE: In accordance with requirements of the Americans with Disabilities Act and related federal regulations, individuals who require special accommodation, including but not limited to an American Sign Language interpreter, accessible seating, or documentation in accessible formats, should contact the CODESP office at least two days before the meeting date.

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that has been submitted to the Executive Director may be obtained from the CODESP office, 20422 Beach Blvd. #400, Huntington Beach CA 92648

Location and Time	<p>CODESP 20422 Beach Blvd. Suite 400 Huntington Beach, CA 92648</p> <p>and conference call locations:</p> <p>Anaheim Union High School District 501 N Crescent Way – Human Resources (Classified) Dept. Anaheim, CA 92801</p> <p>Garden Grove Unified School District 10331 Stanford Avenue – Personnel Commission Dept. Garden Grove, CA 92840</p> <p>Fullerton School District 1401 W. Valencia Drive – Personnel Commission Dept. Fullerton, CA 92833</p> <p>La Habra City School District 500 North Walnut Street – Human Resources (Classified) Dept. La Habra, CA 90631</p> <p>San Diego County Office of Education 6401 Linda Vista Road – Personnel Commission Dept. San Diego, CA 92111</p> <p>San Marcos Unified School District 255 Pico Avenue Suite 250 – Human Resources and Development Dept. San Marcos, CA 92069</p> <p>Ventura County Office of Education 5189 Verdugo Way – Human Resources Dept. Camarillo, CA 93012</p>
SECTION A: PRELIMINARY	
Call to Order & Roll Call	Roll Call Vote: Arko___, Tietze___, Avalos___, Bautista___, Ceja___, Deines ____, Garcia___, Glover___, Gonzales___, Linke___
Adopt Agenda	Adoption of the February 10, 2023 Agenda
Motion: Second:	
	Roll Call Vote: Arko___, Tietze___, Avalos___, Bautista___, Ceja___, Deines ____, Garcia___, Glover___, Gonzales___, Linke___
Approve Minutes	Approve the Minutes of the Board Meeting held on November 18, 2022.
Motion:	

Second:	
Roll Call Vote: Arko___, Tietze___, Avalos___, Bautista___, Ceja___, Deines ___, Garcia___, Glover___, Gonzales___, Linke___	
SECTION B: PUBLIC COMMENT/HEARINGS	
Public Comments	<p>Public Comment provides the public an opportunity to address the Board of Directors (“Board”) on non-agenda items. Speakers are requested to limit their remarks to three (3) minutes. The Board shall limit the total time for Public Comment on each subject to fifteen (15) minutes. The Board may not deliberate or take any action on items raised during this portion of the meeting. Members of the public wishing to address the Board on an item listed on the agenda may make their comments at the time the item is under discussion.</p> <p>Members of the public present at any teleconference location may make comments in accordance with the above.</p>
SECTION C: CONSENT AGENDA	
<u>CONSENT AGENDA</u>	All items specified as Consent Agenda are considered by the Board to be routine and will be acted upon in one motion. There will be no discussion of these items prior to the time the Board votes on the motion unless one or more members of the Board request specific items be discussed and/or removed from the Consent Agenda.
Motion: Second:	There is a total of three consent items.
Roll Call Vote: Arko___, Tietze___, Avalos___, Bautista___, Ceja___, Deines ___, Garcia___, Glover___, Gonzales___, Linke___	
Business	
1. New Member / Subscriber Agencies	<p>Information: Cucamonga SD has submitted all the necessary forms and payment to become CODESP 2022-23 full year members. Glenn COE, Paso Robles Joint USD, Redding SD, River Delta USD, and Solana Beach SD have submitted all the necessary forms and payment to become 2022-23 Less Than Full Year Members.</p> <p>RECOMMENDATION: Approve full year membership from July 1, 2022 through June 30, 2023 for Cucamonga SD. Approve less than full year memberships through June 30, 2023 for Glenn COE, Paso Robles Joint USD, Redding SD, River Delta USD, and Solana Beach SD.</p>
2. Renewal of Survey Monkey	<p>Information: The subscription to Survey Monkey used for surveys expires February 28, 2023. The cost for the 2022-23 annual subscription was \$360.</p> <p>RECOMMENDATION: Approve the annual renewal of Survey Monkey at an estimated cost of \$468 from March 1, 2023 through February 28, 2024.</p>
3. CODESP Budget Attachment 3	<p>Information: The proposed budget revisions for 2022-2023 will be presented.</p> <p>RECOMMENDATION: Approve the proposed budget revisions through June 30, 2023.</p>
SECTION D: INFORMATION ITEMS	
Business	
4. Customer Survey	Information: The 2023 customer survey will be created and distributed in the coming months. Attached are questions from the last survey that were sent along with the

Attachment 4	traditional satisfaction and use related questions. The Executive Director would like to invite all members of the Board of Directors to submit questions for inclusion.
5. ProctorU Update	Information: Information will be provided regarding the current status of the partnership with ProctorU.
SECTION E: ACTION ITEMS	
Personnel	
6. Salary Increases Attachment 6 Motion: Second:	<p>Information: A recent salary study was conducted on the benchmark classification of Selection Analyst, along with a general study to determine salary increases provided by local governmental agencies for the 2021-22 and 2022-23 fiscal years. The survey included agencies in the same geographic area as CODESP who currently have a classification that is similar to Selection Analyst. The results of this study have been attached. To place CODESP competitively in the marketplace, keep wages in pace with the surrounding area, and provide an increase not less than COLA, the recommendation below has been made. Additional information has also been included in order to provide a full overview of how the increase, and any retro pay, may affect the bottom line.</p> <p>RECOMMENDATION: Approve an overall increase to the CODESP Salary Schedule of 10%, retroactive to 1/1/23.</p>
Roll Call Vote: Arko___, Tietze___, Avalos___, Bautista___, Ceja___, Deines___, Garcia___, Glover___, Gonzales___, Linke___	
Business	
7. Revision to Policies & Procedures 20.400.2 Motion: Second:	<p>Information: At a previous meeting it was noted that the CODESP Policies & Procedures often refer to the role of Executive Director but do not explicitly state that a designee would be allowed in the absence of the Executive Director. The following revision seeks to address and clarify this matter. The new section is indicated in bold and italicized font.</p> <p style="padding-left: 40px;">20.500.1 <u>General Duties of the Executive Director</u></p> <p style="padding-left: 40px;">The Executive Director shall direct and supervise the employees of CODESP and conduct administrative transactions consistent with the law and necessary to the proper functioning of the office and staff of CODESP. The Executive Director shall possess signature authority and the ability to execute all business and personnel transactions on behalf of CODESP, subject to ratification by the Board of Directors. [amended 8/19/22]</p> <p style="padding-left: 40px;"><i>From this point forward in the Policies and Procedures any reference to the role of the Executive Director shall be understood to read “Executive Director or designee” to indicate that the Executive Director may name a designee to take on responsibility for any assigned roles, duties or</i></p>

	<p><i>responsibilities during the absence of the Executive Director. In the event that the Executive Director position is vacant or the current Executive Director is unable to name a designee, the Board of Directors may indicate one.</i></p> <p>RECOMMENDATION: Approve Board of Directors Policies & Procedures 20.400.2 as amended.</p>
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Roll Call Vote: Arko___, Tietze___, Avalos___, Bautista___, Ceja___, Deines ____, Garcia___, Glover___, Gonzales___, Linke___

<p>8. Revision to Policies & Procedures 20.500.1</p> <p>Motion:</p> <p>Second:</p>	<p>Information: The current Policies & Procedures indicate that a budget for the ensuing fiscal year shall be presented to the Board of Directors no later than April 30. Given the current meeting schedule of February, May, August, and November, that would mean the budget would need to be presented in February. Accordingly, the below change to May 31st is recommended in order to allow the budget to be presented at a regular Board meeting closer to the start of the new fiscal year. The new addition is indicated in bold and italicized font with the parts marked for removal indicated in strikeout font.</p> <p style="text-align: center;">20.500.1 <u>Budget Preparation</u></p> <p style="text-align: center;">The CODESP Executive Director shall prepare and submit to the Board of Directors not later than April 30 <i>May 31</i>, a proposed operating budget for CODESP for the next ensuing fiscal year. The final budget will be adopted by June 30th of each year. Revisions may be made to the budget at later dates as necessary.</p> <p>RECOMMENDATION: Approve Board of Directors Policies & Procedures 20.500.1 as amended.</p>
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Roll Call Vote: Arko___, Tietze___, Avalos___, Bautista___, Ceja___, Deines ____, Garcia___, Glover___, Gonzales___, Linke___

<p>9. Nominating Committee Chair</p> <p>Motion:</p> <p>Second:</p>	<p>Information: The Board needs to appoint an Election Chair for the Nominating Committee. CODESP will provide member email addresses to the chair in order for the chair to distribute the nomination letters. The ballots will be sent via Survey Monkey. A CODESP staff member will be assigned to assist the Board Member. The Policies and Procedures state that the Nominations and Election Committee shall distribute and collect ballots no later than May 1, and the election results must be presented by May 31. The four positions that are up for re-election are held by BethAnn Arko, Joel Garcia, Norma Gonzales, and John Linke.</p> <p>RECOMMENDATION: Nominate and elect _____ as Chair of the Nomination Committee for the 2023 CODESP Board Election.</p>
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Roll Call Vote: Arko___, Tietze___, Avalos___, Bautista___, Ceja___, Deines ____, Garcia___, Glover___, Gonzales___, Linke___

SECTION F: CONCLUSION

Announcements	
Next Board Meeting	The next Board meeting will be held on May 12, 2023.
10. ADJOURNMENT Motion: Second:	
Roll Call Vote: Arko___, Tietze___, Avalos___, Bautista___, Ceja___, Deines ___, Garcia___, Glover___, Gonzales___, Linke___	