

Kern County Cemetery District

Shafter Memorial Park Office
18662 Santa Fe Way, Shafter, CA

- Call to Order: Call to Order at 12:00pm by Chairman Braun, Chairman Braun led flag salute and invocation.
- Roll Call: In attendance was Barry Braun, Chairman of the Board; Belton Banks, Vice-Chair; Jerry Ezell, Secretary of the Board.
- Employees and Visitors: Timothy W. Unruh, District Manager; Eliza Caudillo, District Secretary; Denton Carender, Superintendent.
- Public Comment: None
- Consent Calendar: Includes the approval of the agenda for the current meeting by motion of Trustee Banks and seconded by Trustee Ezell; 3 ayes.

Adopt Covid Relief Agreement

Manager Unruh brought the Kern County Covid Relief Fund (CRF) to the board. This document is from the County of Kern and will start the process for the district to seek relief from the costs associated with the Covid problem. Most of the agreement is standard agreement language. The rest is certifications that the cemetery when seeking relief from their costs are working within the standards set by the Federal CARES Act.

Manager Unruh stated that it looked as though we would be requesting around \$3,000 for reimbursement for expenses including PPE and costs associated with changes to office protection.

The motion to sign the CRF agreement was made by Trustee Banks and seconded by Trustee Ezell; 3 ayes, unanimous. .

Closed Session for Employee Appointment

Chairman Braun requested closed session at 12:35 for a Public Employee Appointment safe harbor from the Government Code section 54957 which allows a closed session for appointment consideration. The board discussed the salary and job description for Assistant Manager position to be offered to Eliza Caudillo and accepted it by unanimous vote.

Open Session for Employee Appointment

Coming out of closed session at 1:20; it was reported out that the board reinstated the Assistant Manager position job description at the current salary range. This position will start on January 2, 2020 at the Assistant Manager salary range step 1 with a \$100 vehicle allowance. The job was offered to and accepted by Eliza Caudillo for the terms stated.

Adjournment

The meeting was adjourned at 1:35 by Chairman Braun. The next regular meeting is scheduled for December 17, 2020.

Signed,

Timothy W. Unruh
District Manager