

MINUTES
SUMMIT CEMETERY DISTRICT
August 11, 2020

I. CALL TO ORDER: 9:05 a.m. by President Smith

II. ROLL CALL:

Present

Linda Smith, President
Galen Shotts, Vice President
Melvin D. Foster, Secretary
Helen Enriquez, Trustee
Donnie Sibole, Manager
Sandy Chatigny, Clerk of the Board

Absent

III. AGENDA REVIEW:

None

IV. PUBLIC INPUT:

None

V. MINUTES, EXPENSES, FINANCIAL REPORT:

- A. A motion was made by Trustee Foster and seconded by Trustee Enriquez to approve the July 14th, 2020 minutes as presented. Motion carried by unanimous vote.
- B. A motion was made by Trustee Shotts and seconded by Trustee Enriquez to approve the Profit & Loss/Financial Report for July 2020 as presented. Motion carried by unanimous vote.
- C. A motion was made by Trustee Foster and seconded by Trustee Shotts to approve the July Check Register/Check Listing as presented. Motion carried by unanimous vote.

VI. MANAGER'S REPORT

Report was presented by Manager Sibole.

VII. SAFETY REPORT

Office Ergonomics It's Your Move, was the safety topic for this month.
Shop and Fire Extinguisher inspections were completed.

VIII. ADMINISTRATIVE ACTION/INFORMATION

- A. Manager Sibole was asked to leave the room while the Board discussed his performance. His yearly performance evaluation was discussed and completed. Manager Sibole was called back into the room where President Smith presented the results of his evaluation. The Board gave him high marks in all areas with a 5 overall. Areas that they would like to see growth are:
1. Continuing Education
 2. Public Relations

The Board is aware that during the Covid 19 Pandemic, there are limited classes, if any available. They would like Manager Sibole to take some classes when schedules are back to normal

The Board has spoken to Manager Sibole in the past about getting more involved with the community to promote the Cemetery and get the word out that there are 3 Cemeteries here in the community. Manager Sibole told the Board he is not comfortable with public speaking. They did let him know it is ok to delegate. They would like to see some community involvement after things are back to normal.

The Board asked Manager Sibole to explain how he determines pay increases for employees. Increases are based mostly on merit and not strictly on a cost of living increase. They are given at his discretion per a Board action from several years ago.

A motion was made by Trustee Shotts and seconded by Trustee Foster to give Manager Sibole a 3% Cola increase effective on the next scheduled payroll period. Motion carried by unanimous vote.


IX. NEW BUSINESS:


Manager Sibole told the Board that he intends to retire in 4.5 to 5 years. He has been working on a plan to move employees into different positions getting them ready for his retirement. He does plan to provide the Board with his plans at a future Board Meeting.

X. ADJOURNMENT:

There being no further business, the meeting was adjourned at 10:16 a.m.

APPROVED:


Linda Smith, President


Sandy Chatigny, Clerk