

**PALM SPRINGS CEMETERY DISTRICT
MINUTES
BOARD OF TRUSTEE MEETING**

DATE: May 31, 2013
TIME: 10:00 A.M.
PLACE: 31-705 Da Vall Drive, Cathedral City, CA 92234

1. **CALL TO ORDER** The meeting was called to order by Chairperson Pye at 10:00 A.M.

2. **ROLL CALL** Present: Jan Pye, Chair
Lenny Pepper, Vice Chair
George Stettler, Treasurer
John Lea, Secretary
Jane Alcumbrac, Member

Also Present: Kathleen Jurasky, District Manager

3. **PUBLIC COMMENTS** – None

Steven B, Quintanilla, Green, de Bortnowsky & Quintanilla arrived at 10:05 A.M.

4. **CONFIRMATION OF AGENDA** Trustee Pepper stated the he noticed the posting of the Agenda notice had an incorrect time, and the it should be 10:00 A.M. not 2:00 P.M. Motion was made by Trustee Stettler, seconded by Trustee Lea to approve the Agenda as corrected. Motion carried, vote 5-0.

5. **ADMINISTRATIVE CALENDAR** a. **Employee Performance Evaluation – District Manager** No action taken

b. **Employee Out on Disability – Discussion for Approval Temporary Help** District Manager Jurasky gave the Board an update on Janet Burnett the Administrative Assistant's status (she broke her arm on May 17, 2013), and stated that she is going to train Bianca Felix the temporary employee how to perform some of the task at the front desk. Following a discussion the Board agreed that Ms. Burnett's return to work should be after her next exam, which per Ms. Burnett is scheduled for June 20, 2013.

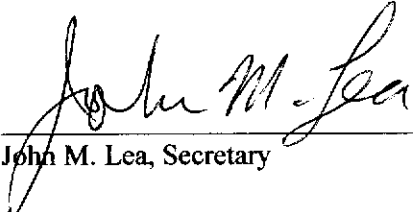
6. **CLOSED SESSION - READING OF THE SAFE HARBOR LANGUAGE** Safe Harbor language was read by attorney Steven Quintanilla at 10:40 A.M. District Manager Jurasky left the meeting.

Returned to Open Session at 10:48 A.M. District Manager Jurasky returned to the meeting.

7. **CLOSED SESSION ANNOUNCEMENTS** – No Reportable Action

8. **ADJOURNMENT** Meeting was adjourned by Trustee Pye at 10:49 A.M. The next regular board meeting is scheduled for 2:00 P.M., Thursday, June 13, 2013.

DATE: 6-13-13



John M. Lea, Secretary