

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

**DATE:** January 10, 2019

**TIME:** 2:00 P.M.

**PLACE:** 31-705 Da Vall Drive, Cathedral City, California 92234

1. **CALL TO ORDER** The meeting was called to order by Chairperson Pye at 2:02 P.M.

2. **ROLL CALL**

District Manager Jurasky reported that Trustee Pepper informed her that he is unable to attend today's meeting due to work commitments. Motion was made by Trustee Pye, seconded by Trustee Alcumbrac to excuse Trustee Pepper. Motion carried, vote 3-0 Alcumbrac, Kleindienst and Pye.

She also reported that Trustee Mallotto was running a few minutes late.

Trustee Pye introduced Tim Radigan-Brophy and advised the Board that as a potential new board member she invited him to attend today's meeting.

Present: Jan Pye, Chairperson  
William G. Kleindienst, Secretary  
Jane Alcumbrac, Member

Also Present: Kathleen Jurasky, District Manager

Excused: Lenny Pepper, Vice Chairperson

3. **PUBLIC COMMENTS** – None

4. **CONFIRMATION OF AGENDA** Motion was made by Trustee Kleindienst, seconded by Trustee Alcumbrac to approve the Agenda as presented. Motion carried; vote 3-0 Alcumbrac, Kleindienst and Pye.

5. **CONSENT CALENDAR** Motion was made by Trustee Alcumbrac, seconded by Trustee Kleindienst to approve the Consent Calendar as presented. Motion carried, roll call 3-0 Alcumbrac, Kleindienst and Pye.

6. **ADMINISTRATIVE CALENDAR** a. **Strategic Planning Discussion and Approval – Jim McComb, Strategic Planner** Mr. McComb explained Phase One "Plan to Plan" and reviewed the items involved in this phase. During the explanations and discussion Trustee Pye stated the Board acted as a whole and all meetings will involve the entire Board.

**Trustee Mallotto arrived at 2:05pm**

**Steve Quintanilla, Quintanilla & Associates arrived at 2:08pm**

**Mr. McComb presented the Phase One "Plan to Plan" Agenda:**

- Providing a formal start to the engagement, and discussing formal communication of the upcoming process to the District
- Determining the roles of staff and any ad hoc planning committee that the board sets up (small boards normally don't have a committee, but certainly can if they wish)

**6. ADMINISTRATIVE CALENDAR - continued**

**Mr. McComb presented the Phase One “Plan to Plan” Agenda continued:**

- Defining stakeholder groups – in addition to staff, Trustees, vendors, client families, volunteers, funeral homes, and local government – who are relevant to the outcome of the planning process. Following a discussion Day of the Dead volunteers, Veterans and Committee for Solar Lights were added.
- Noting any jargon or acronyms that Jim should be familiar with
- Scheduling planning sessions and developing a project calendar around vacations, business travel and other known blocks of time when one or more Trustees and/or key staff will be unavailable
- Dissemination of critical background information (not already available on the District website) to Jim by staff, including monthly management reports, Board minutes, budgets, strategic plan progress reports from previous year, and other relevant operating data

Other items discussed:

- Action Plan
- Strategic Management Barometer
- Template to evaluate strategic plan in the future

Following a discussion Mr. McComb stated that he will visit the District website to obtain items needed for the Board Strategic Planning Session #1. He will then email District Manager Jurasky a list of items not found on the website. He then informed the Board of his 2-hour Strategic Thinking Workshop which includes a workbook. He stated that the workshop is not part of the proposal, however he will conduct the workshop at no charge.

District Manager Jurasky requested a copy of the workbook, and Mr. McComb said that he would email her an electronic copy.

Following further discussion Trustee Pye asked that Trustee Kleindienst and District Manager Jurasky review the Strategic Thinking Workshop workbook to determine if participating in the workshop would be beneficial for the Board and District Manager.

The Board thanked Mr. McComb.

**b. Rob Dennis, R Dennis Accountancy – Annual Audit Report** Deferred to February board meeting

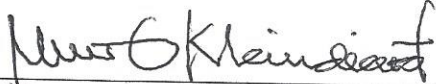
**c. District Investment General Overview & Update – Neal Wilson, C & N Financial** Neal Wilson presented the investment reports, reviewed the listing of holdings and stated that their amounts had increased by \$176,000.00 since the last statement. He also reviewed and explained the rate of returns, market values, market fluctuations and interest and dividend of the portfolio investments. Following a discussion, the reports were received and filed.

**d. CAPC Annual Conference March 7-9, 2019 in Seaside-Monterey** Following a discussion motion was made Trustee Alcumbrac, seconded by Trustee Mallotto to approve Trustees and District Manager Jurasky attending CAPC Annual Conference in Seaside-Monterey, CA. This approval is to include all necessary expenses. Motion carried, roll call 4-0, Alcumbrac, Kleindienst, Mallotto and Pye.

**7. LEGISLATIVE CALENDAR a. Resolution 1-2019, Adopting a Paid Leave Policy** Following a discussion Trustees Kleindienst and Mallotto were appointed to a subcommittee to review this resolution and bring recommendations to the Board at a future meeting.

8. **TRUSTEE SIGNATURES AND ATTORNEY** Trustee and attorney signatures were completed
9. **BOARD DEVELOPMENT** – None
10. **PUBLIC HEARING CALENDAR** – None
11. **COMMITTEES** – None
12. **REPORTS**
  - a. **Trustee Report** – Trustee Alcumbrac thanked the Board and District Manager Jurasky for their wonderful efforts in assembling the binder for her service to the District. She stated that it was truly special and meant a great deal to her.
  - b. **District Manager Report** – None
13. **FUTURE AGENDA ITEMS**
  - a. **Discussion in 2020/2021 Possible Cap on PSCD Monthly Employer Contribution for Employee Health Insurance Premiums** No action taken
  - b. **Postcard Survey Mailing to the Community to Determine Pre-Planning Needs** No action taken
  - c. **Marketing** No action taken
14. **CLOSED SESSION - READING OF THE SAFE HARBOR LANGUAGE** – None
15. **CLOSED SESSION ANNOUNCEMENT** – None
16. **OPEN SESSION**
17. **ADJOURNMENT** Meeting was adjourned by Trustee Pye at 3:41 P.M. The next board meeting is scheduled for 2:00 P.M., Thursday, February 14, 2019.

DATE: 3-14-19

  
William G. Kleindienst, Secretary