

Las Posadas Camp Board Minutes from 10 May 2004 by Mia Ousley

Meeting began at 7:48 p.m. (waiting for volunteer Secretary Mia Ousley's computer to start up)

PRESENT:

Alameda – Jim Bennett (Jim B), Dion Hock, Mia Ousley

Contra Costa – Larry Campos, Jim Peirano (Jim P)

Marin – Eileen Castelli, Steve Castelli, guest Matt Torrence

Napa – Sherry Paukert

Sacramento – YDA Marianne Bird

Sonoma – Margaret Close, Garth Hewitt, Bert Melendez

President asked for agenda changes; asked if we had seen Chuck's email resigning as secretary. All said yes. Mia volunteered to take minutes this meeting; by acclamation the board agreed to a big thank you to Sherry Paukert and Napa County for dinner, and to Mia for stepping in to take meeting minutes.

Garth asked if we received email minutes of April. Some people do not have them or did not read them. Garth will try to get copies to those who need them (copier not accessible). If you need to make a change, write it down now because come September you won't remember your thoughts. Minutes will be approved – or not – come September meeting.

I – ANNOUNCEMENTS & ADMINISTRATION

Marianne Bird announced that the statewide 4H office under the direction of Mignon Pollard is putting together a statewide 4H camp task force. Applications should be online. The state office is seeking a diverse group to be on the board – of which Marianne is one of two chairs – that includes volunteers, advisors, and youth. Marianne was just recruited as a chair last week so has yet to meet with co-director Jim Brenner, from Oakland. Marianne believes it involves a 2-year commitment, meeting quarterly. Information regarding the committee is on the state 4H website. Garth said it would be in our interest if Las Posadas board members could make such a commitment.

II – REPORTS / OLD BUSINESS

A. – Memo of Understanding (reported by Jim Bennett)

Friday 2:00 p.m. Carol Olmlich called Jim B. They reported back from their lawyers and youth advisors. No changes from lawyers. Youth advisors came up with an issue we had touched on before, liability issue differentiating between when we are Camp Board Directors and 4H Members and when we're insured and when we're not insured. Last meeting we decided we're all sent here by our counties and we're all 4H members regardless of what we did. The University changed it back because when we go to camp and work on a maintenance issue as a camp board member, we're not covered by 4H insurance. Jim B believes we need to revisit that particular issue with Carol because he's not sure when we become a non-4H person working. Our board liability coverage would cover us. Our lawyer has not

had enough time to go over the full document along with the lease, but he expects an answer in 2-3 weeks. He thinks it's progressing in a positive fashion, though he wants to revisit the issue with Robert Watkins.

Questions: Different questions were put to Jim B regarding when Las Posadas Board Members are and aren't covered by insurance as 4H volunteers—whether Camp Board representatives, county camp program volunteers, camp chaperones, etc—and when and if our workers comp insurance covers us. Also a question regarding who is our insurer and who deals with this.

Jim B: If we're up there on a weekend with kids if the county people are advised, then it's a 4H activity; his understanding is that if we don't involve 4H in our activity, we're not covered.

Jim B also understands that it is not mandated by UC that we need to sign the MOU before camp as long as we're going in a positive direction. He says we're on that track and need just a couple issues cleared up. He doesn't think we need a full board meeting to finalize and get our presidents to sign it; likely by June or July, barring any major change.

Garth asked Carol if can we go to camp without the MOU signed, and she said as long as we're making progress. But it was not in any minutes, so it's being clarified in these minutes. Matt asked us to request a letter from Carol stating this in writing. JB concurred. Garth said our participation in this MOU is voluntary. Garth suggested first to talk with Robert about what really is covered by 4H, then react from there, as county people likely can't stipulate what is/isn't covered by 4H.

Eileen asked if there were any plans for workgroups that don't involve each of our counties with kids for training/bonding weekends. Jim P said frequently., we go up to deal with stuff all the time.

The board tabled any decision on the MOU.

B. – Treasurer's Report (Margaret Close)

Financial statement handed out. Balance went down from \$38,000 to \$33,010.15. Lost check issue handled, new check was issued but has not been cashed. Our UPS store is through July 2005. Margaret sent out application for Directors' insurance, but put it on back burner for a while. She thanked everybody for their help. Illness and Injury Prevention Program has always been a requirement, but now we are required to actually produce the program. We had a much shorter time than thought, but we got the IIPP put together; however, we can review it in the next 4 months. We have a formula to follow. Not that we have it in writing, just that we have to do it. If we say we're going to have a bulletin board for someone telling them something, then we have to have it. Some things we can put in the packet we send to county treasurers related to employees at camp, some may have to be signed and documented—a huge document to go out for 7 days' worth of employment. We also need some kind of documentation for immigration status (I-9).

Jim P suggested possibly designating different areas of camp for different training. Matt said 2 people on staff for his company do only safety training. Sherry said the I-9 is easy as it's only one page, and that some training can be done just by giving a booklet to read, followed by a written test.

Marge said our Workers Compensation insurer requires every employee to be trained—kitchen safety, medical personnel, construction work, etc. Concern was raised over our liability if someone used a piece of equipment and was not trained previously (e.g., the fire extinguisher). We can fine tune the plan later, but one had to be in place on short notice.

Marianne said the policy committee will be working on these kinds of things. The American Camping Association (ACA) met in San Francisco; they have standards and risk management plans that speak to the same sort of thing we're discussing. We can receive certification from ACA. In reality we should have it not just for employees, but making sure everybody who's up there is on the same page and has the same kind of training, with a risk management plan in place not just for paid employees, but for volunteers as well—a broader picture the board may want to be looking at.

Marge agreed we should work toward that continuously, because we did it in our own county to some extent, having a plan in place for situations we can anticipate.

Garth asked how do we actually implement the required formal training. Marge said we designate safety program coordinators (by definition any board director who's up there is one). Either a Director who is up there, or let us know who the county maintenance person is.

Motion (Bert, 2nd Margaret): To form a Safety Policy committee of 2 or more people to figure out an outline on how our safety policy will be implemented for workers comp within 2 weeks that can then be implemented within the following week.

Motion Carried ... with one nay.

Bert & Matt volunteered to get it to the Maintenance Committee.

Sherry mentioned a company called Coastal Training Technologies that has a bunch of \$2 books on electrical/fire/hazardous materials safety. So far they have been acceptable in her dialysis clinic. Larry asked if it was in our best interest to provide workers comp for individual county employees, or should it be back on the counties. Marianne said a problem with doing hiring through the UC means you have to go through UC process; some people think UC should hire one set of cooks for all the summer, but any payroll through councils means it's through the UC.

Marge received a letter saying our insurance was about to be cancelled because we hadn't paid enough, after reviewing our application. The insurer said we increased from 6,000 to 8,000 camper days. Now we need to respond on projected number of camper days so we can negotiate. We got another letter from the IRS saying the federal government underpaid our taxes; she called the payroll services who sent back a note saying to ignore the IRS notice. We went ahead and wrote to the IRS by the March deadline and told them what the payroll service said. She just received another letter saying we never paid. Our payroll service doesn't think we should be frightened. Dion said to document the name/date/number of individual with whom she spoke.

Jim B asked about a deposit for the Annual Meeting in December. Last year it was \$40 each received from the county.

Motion (Jim B, 2nd Larry): We agree upon a deposit of up to \$1,000 that could possibly be written out at a later date if we so need it for the Annual Meeting in December.

Motion carried ... with no nays

Jim B was asked about the Lifeguard situation. He answered that the candidate is getting us paperwork related to certifications. He also needs correct paperwork from our financial officer to hire her. As soon as we sign her up with a W-2 she'll be on board.

C. – Maintenance Committee Report

Jim B says committee has 3 tables picked out for kitchen, from \$900-\$1200, 36-x-96 with six legs just as is already there, an array of 2-4 drawers, 16-gauge stainless steel. We found several local companies to avoid back east shipping charges. We could pick it up from SF company. Jim B said we are required to a NSF-approved stainless steel table. Every time we change anything in this kitchen, it will be required to be up to code. Sink is currently not up to code (code is a 3-compartment sink). The health department backed off tiling the floor, giving us a 2-3 year plan if we put in all new rubber mats. Tile grout allows cement to breathe, whereas epoxy would cause a mess. We can't use commercial grade vinyl tiles but rather have to get grout lines to breathe out the moisture. Their big concern is that the floor is black and you can't tell if it's clean or not, and secondly that tile is impervious to penetration because it's ceramically sealed.

Motion (Jim B, 2nd Dion): Maintenance Committee spend up to \$1500 on stainless steel table and up to \$1500 for grease proof rubber floor mats 3-x-3 foot interlocking for the kitchen, above and beyond any budgeted amount.

Motion passes ... with no nays.

Jim P says mats will go full circle so there's no trip edge, and we have a unit to hook them into the side and there won't be any flip-ups. Planning to go in past the two-door freezer and where sterilizer is. They

don't want us washing mats on the patio anymore because it's running organic debris from the kitchen down paths where kids walk. So we're making a place to wash and dry mats.

Jim P said we have filters for the pool at camp, and all pool chemicals on the list. We're still waiting for respirator cartridges to come. Matt and I talked about full face shield and gloves and rubber apron to handle pool chemicals. Water tank chlorination system coming along, getting our report to Stacey Harrington. Dan and I will finish up tomorrow night. Pool building broken into, somebody broke hinge right off the door. Admin building door also broken. Door was off by ice machine. We got door built for electrical panel and I took up white board and have plywood to take up this week and finish that. Sacramento County cleaned mold out of lifeguard quarters; Nurse quarters cleanest I've ever seen it. Chuck said they were going back up to finish everything they were putting on their list.

Eileen volunteered to bring up a 4x4x6 white dry erase board that was donated.

Jim P discussed All County Work Day on June 5-6. Marin going up 21-22-23, Napa and Alameda going up 16. Jim B went up earlier with his electrician Dad and Jim P. Jim P's county has an electrician chaperone who is going to replace electrical service panel in girls camp with a new one and it's going to have a separate ground bus and a neutral ground bus because the way it's wired now is they're on the same bus. Napa County building inspector would check that our work is up to code. We're getting a building inspector. He has to show he's done the work on paper and write it off as a donation. Marge asked if we should pay somebody to avoid liability. Jim P said if we pay somebody then we have to get a permit and a building inspector to approve it and that's been the problem because it's state property and to get a state inspector has been a nightmare. Matt said we shouldn't involve the county inspector, who's bound to report anything he sees. At the last process in this thing, the state inspector said we don't basically need a permit if we're repairing up to a certain amount of dollars. So if we suggest that they repair it, then it's not a replacement.

Garth said Steve Davidson is going up to clean the pool. Eileen's county is supposed to put in filters and kids will be cleaning the pool. Larry said Contra Costa cleaned the kitchen and stored non-perishable foods in the pantry since they're first county at camp.

Jim P talked about a woman who drives through camp, with whose boyfriend he almost got in an accident coming up the hill. She was told to go through Forest Service gate and she has been complying. Problem is that her bridge was done a few weeks ago and the back gate is being kept open. Brian from the Forest Service is supposed to tell her she can't use that road. Jim P was concerned about the character of the boyfriend and would not want him anywhere near camp. However she's not on 4H Camp property, just on the Forest Service Road. Matt said now she's using the road that skirts the edge of our property. Garth said the combinations haven't been changed since last year. Jim P said we're having a good artist draw a diagram on how to lock that gate because it's been locked through a chain and not through a Pac Bell lock.

All agreed to change combinations to 4-0-0-2 (currently set at 1-7-7-6).

Steve asked about bee traps and poison oak. Jim P has 2 new backpack sprayers and stuff to kill poison oak and not other stuff, and some type of bug spray. Jim B said Alameda County will do it on Sunday. Jim P said bee traps must come down. Matt said they go up between December and January, when queen comes out you try to catch her so you kill the hive. Better off to pull everything down and spray for mosquitoes (happening 17th & 18th) because that kills their food.

Jim P said that once camp starts, there's no break for mosquito sprayers to work. Dumpsters have been ordered. Refrigeration company bailed on us and we are in process of setting account with new one. Garth signed something and Margaret faxed it off.

Garth asked to what extent do we wish to allow people at camp to make purchases during the summer at the hardware stores. Jim P said we limited to \$200 or else they needed permission from him. For Central Valley builders he is putting together a list of maintenance people allowed to make charges on our account. We used to have an account with Leslie Pool Supply in place last year, but it's set up to Nate Meeks in Pleasanton, who has been off this board for about 8 years. They cancelled our credit

account so it's strictly cash, but we do have a commercial discount from them. Garth asked if could pay in advance. Discussion occurred over 6-County Board Visa card versus cash card, versus need for the calling cards.

Motion (Marge, 2nd Eileen): Authorize Jim for \$100 phone card for maintenance issue on camp board business.

Motion carries ... without nays

D. – Fun in the Forest

Unclear if we need to do training on this for all counties. Jim B said people need to contact Matt if they need training done. Eileen said UC's Robert Watkins said we don't need any special certification or training. Matt will do it Sunday, June 6, for kids on staff and adults. 9:00-3:30ish, bring lunch. Let Matt know what counties will be there, and how many 707-529-6806 cell. Or 510-618-2263 work number to leave a message.

III – NEW BUSINESS

A. – 2005 Weeks Selection

Everyone fill out the form and give to Jim B, with volunteers from 3 counties making schedule (Larry, Eileen, Mia volunteered). Fill it out and mail to Garth. Garth will scan and email to the three volunteers. We'll send conclusions to Jim B. Eileen asked people to please put "non-negotiables" when you absolutely can't be there.

Work weekend schedule setting will be placed on the October agenda.

B. – Miscellaneous

Marge said extra copies of different treasurer reports are available.

Sherry volunteered to have a dinner ready at the September (next) Las Posadas 6-County Camp Board meeting.

Meeting adjourned at 9:57 pm