

# access

## PLANNING AND DEVELOPMENT COMMITTEE

Monday, October 19, 2020

12:30 p.m.

### Webinar

Committee Members: M. Gombert, Chair  
D. Nason  
J. Wisdom

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|   | <u>DISPOSITION</u> |
|---|--------------------|
| 1. CALL TO ORDER  | ACTION             |
| 2. GENERAL PUBLIC COMMENT   | INFORMATION        |
| 3. CONSIDERATION TO APPROVE EMPLOYEE HANDBOOK CHANGES (page 5)                | ACTION             |
| 4. CONSIDERATION TO APPROVE 2021 BOARD OF DIRECTORS MEETING CALENDAR (page 6) | ACTION             |
| 5. BUDGET UPDATE  | PRESENTATION       |
| 6. ADJOURNMENT  | ACTION             |

Access Services does not discriminate on the basis of disability. Accordingly, Access Services seeks to ensure that individuals with disabilities will have an equal opportunity to participate in the range of Access Services events and programs by providing appropriate auxiliary aids and services for communications. Primary consideration is given to the request of individuals with disabilities. However, the final decision belongs to Access Services. To help ensure the availability of any auxiliary aids and services you require, please make every effort to notify Access Services of your request at least three (3) business days (72 hours) prior to the meeting in which you wish to utilize those aids or services. You may do so by contacting (213) 270-6000.

Note: Access Services Board committee meetings are held pursuant to the Ralph M. Brown Act [Cal. Gov. Code §54950] and are open to the public. The public may view and obtain all written information supporting this agenda provided to the Board committee both initially and supplementally prior to the meeting at the agency's offices located at 3449 Santa Anita Avenue, El Monte, California and on its website at <http://accessla.org>. Documents, including Power Point handouts distributed to the Board committee members by staff or Board committee members at the meeting, will simultaneously be made available to the public. Three opportunities are available for the public to address the Board committee during a Board committee meeting: (1) before closed session regarding matters to be discussed in closed session, (2) before a specific agenda item is debated and voted upon regarding that item and (3) general public comment. The exercise of the right to address the Board committee is subject to restriction as to time and appropriate decorum. All persons wishing to make public comment must fill out a goldenrod Public Comment Form and submit it to the Secretary of the Board. Public comment is generally limited to three (3) minutes per speaker and the total time available for public comment may be limited at the discretion of the Chairperson. Persons whose speech is impaired such that they are unable to address the Board at a normal rate of speed may request an accommodation of a limited amount of additional time from the Chair but only by checking the appropriate box on the Public Comment Form. Granting such an accommodation is at the discretion of the Chair. The Board committee will not and cannot respond during the meeting to matters raised under general public comment. Pursuant to provisions of the Brown Act governing these proceedings, no discussion or action may be taken on these matters unless they are listed on the agenda, or unless certain emergency or special circumstances exist. However, the Board committee may direct staff to investigate and/or schedule certain matters for consideration at a future Board committee meeting and the staff may respond to all public comments in writing prior to the next Board committee meeting.

Alternative accessible formats are available upon request.

**\*NOTE**

**NOTICE OF ALTERNATIVE PUBLIC COMMENT PROCEDURES**

Pursuant to temporary revised Brown Act requirements, Board committee members will be participating via webinar. The public may submit written comments on any item on the agenda - 1) through email by addressing it to - [board@accessla.org](mailto:board@accessla.org) or 2) via US Postal mail by addressing it to - Access Services Board Comments, PO Box 5728, El Monte CA 91734. Please include your name, item number and comments in the correspondence. Comments must be submitted/received no later than 9:00 am on Monday, October 19, 2020 so they can be read into the record as appropriate.

The public may also participate via the Zoom webinar link, or by teleconference. Please review the procedures to do so as follows -

## How to Provide Public Comment in a Board Meeting via Zoom

### Online

1. Click the Zoom link for the meeting you wish to join. Meeting information can be found at: [https://accessla.org/news\\_and\\_events/agendas.html](https://accessla.org/news_and_events/agendas.html). Make sure to use a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, or Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer. You may also use this direct link - <https://zoom.us/j/91336878643>
2. Enter an email address and your name. Your name will be visible online while you are speaking.
3. When the Committee Chair calls for the item on which you wish to speak, click on "raise hand." Speakers will be notified shortly before they are called to speak. Mute all other audio before speaking. Using multiple devices can cause an audio feedback.
4. Please note that the "Chat" feature is not enabled during the meeting for general public attendees. If you cannot use the "raise hand" feature, then please submit a written comment as outlined above.
5. When called, please limit your remarks to three minutes. An audio signal will sound at the three-minute mark and the Chair will have the discretion to mute you at any point after that. After the comment has been given, the microphone for the speaker's Zoom profile will be muted.

Note: Members of the public will not be shown on video.

### By phone

1. Call the Zoom phone number and enter the webinar ID for the meeting you wish to join. Meeting information can be found at: [https://accessla.org/news\\_and\\_events/agendas.html](https://accessla.org/news_and_events/agendas.html)
2. You can also call in using the following information -
3. Dial (for higher quality, dial a number based on your current location):  
US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799 or 833 548 0282 (Toll Free) or 877 853 5247 (Toll Free) or 888 788 0099 (Toll Free) or 833 548 0276 (Toll Free)  
Webinar ID: 913 3687 8643
4. When the Committee Chair calls for the item on which you wish to speak, press \*9 to raise a hand. Speakers will be notified shortly before they are called to speak. Speakers will be called by the last four digits of their phone number. Please note that phone numbers in their entirety will be visible online while speakers are speaking.
5. If you cannot use the "raise hand" feature, then please submit a written comment as outlined above.

6. When called, please state your name and limit your remarks to three minutes. An audio signal will sound at the three-minute mark and the Chair will have the discretion to mute you at any point after that. After the comment has been given, the microphone for the speaker's Zoom profile will be muted.

OCTOBER 12, 2020

**TO: BOARD OF DIRECTORS**

**FROM: ELIZABETH ZAMBRANO, HUMAN RESOURCES ADMINISTRATOR  
F SCOTT JEWELL, DIRECTOR OF ADMINISTRATION**

**RE: CONSIDERATION TO APPROVE EMPLOYEE HANDBOOK CHANGES**

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**ISSUE:**

It is necessary to revise and update policies in the Employee Handbook based upon changes in regulations, best practices and business needs.

**RECOMMENDATION:**

Approve the attached Employee Handbook.

**IMPACT ON BUDGET:**

There is no expected impact on the budget.

**BACKGROUND:**

It is necessary to update the Access Services Employee Handbook based upon changes to regulations, best practices in the industry and business needs. This includes the addition of the Heat Illness Prevention Program, the Illness and Injury Prevention Program, and Emergency Action Plan, all of which were developed as separate documents over the last four years. Other changes include updating of organizational titles, a change in the total amount of PTO that can be accrued (increase from 480 hours to 640 hours) and codification of service recognition awards. The Board last approved an update to the Employee Handbook in May 2016.

A fully marked up version of the Employee Handbook is available here - [Attachment A](#).

OCTOBER 12, 2020

TO: BOARD OF DIRECTORS

FROM: F SCOTT JEWELL, DIRECTOR OF ADMINISTRATION

RE: CONSIDERATION TO APPROVE 2021 BOARD OF DIRECTORS  
MEETING CALENDAR

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**ISSUE:**

Staff is presenting to the Board for its review and approval the attached list of scheduled Board and Committee Meetings for calendar year 2021.

**RECOMMENDATION:**

Review and approve the proposed Board and Standing Committee Meeting calendar for 2021.

**IMPACT ON BUDGET:**

None.

**DISCUSSION:**

The standing committee structure dictates an alternating monthly schedule for the committee and full Board meetings.

All meetings, with the exception of the Annual meeting, are scheduled to take place at Access Services located at 3449 Santa Anita Avenue in El Monte. However, due to pandemic conditions, all meetings will be held virtually until further notice.

## 2021 Meeting Calendar

### Annual

| <b>Date</b>                           | <b>Meeting Type</b> | <b>Time</b> |
|---------------------------------------|---------------------|-------------|
| Thursday<br>November 18 <sup>th</sup> | Annual<br>Meeting*  | 11:00 am    |

\*At California Endowment Center

### Board

| <b><u>Date</u></b>                  | <b><u>Meeting Type</u></b> | <b><u>Time</u></b> |
|-------------------------------------|----------------------------|--------------------|
| Monday<br>February 22 <sup>nd</sup> | Board Meeting              | 12:00 pm           |
| Monday<br>April 19 <sup>th</sup>    | Board Meeting              | 12:00 pm           |
| Monday<br>June 21 <sup>st</sup>     | Board Meeting              | 12:00 pm           |
| Monday<br>August 16 <sup>th</sup>   | Board Meeting              | 12:00 pm           |
| Monday<br>October 18 <sup>th</sup>  | Board Meeting              | 12:00 pm           |
| Monday<br>December 13 <sup>th</sup> | Board Meeting              | 12:00 pm           |

## Committees

| <u>Date</u>                         | <u>Meeting Type</u> | <u>Time</u>         |
|-------------------------------------|---------------------|---------------------|
| Monday<br>March 1 <sup>st</sup>     | Board Operations    | 10:00 am - 11:00 am |
| Monday<br>April 26 <sup>th</sup>    | Board Operations    | 10:00 am - 11:00 am |
| Monday<br>June 28 <sup>th</sup>     | Board Operations    | 10:00 am - 11:00 am |
| Monday<br>August 23 <sup>rd</sup>   | Board Operations    | 10:00 am - 11:00 am |
| Monday<br>October 25 <sup>th</sup>  | Board Operations    | 10:00 am - 11:00 am |
| Monday<br>December 20 <sup>th</sup> | Board Operations    | 10:00 am - 11:00 am |

| <u>Date</u>                          | <u>Meeting Type</u>  | <u>Time</u>  |
|--------------------------------------|--|--|
| Monday<br>January 18 <sup>th</sup>   | Performance Monitoring<br>Planning and Development<br>External/Stakeholder Relations | 11:00 am - 12:00 pm<br>12:30 pm - 1:30 pm<br>2:00 pm - 3:00 pm |
| Monday<br>March 22 <sup>nd</sup>     | Performance Monitoring<br>Planning and Development<br>External/Stakeholder Relations | 11:00 am - 12:00 pm<br>12:30 pm - 1:30 pm<br>2:00 pm - 3:00 pm |
| Monday<br>May 17 <sup>th</sup>       | Performance Monitoring<br>Planning and Development<br>External/Stakeholder Relations | 11:00 am - 12:00 pm<br>12:30 pm - 1:30 pm<br>2:00 pm - 3:00 pm |
| Monday<br>July 19 <sup>th</sup>      | Performance Monitoring<br>Planning and Development<br>External/Stakeholder Relations | 11:00 am - 12:00 pm<br>12:30 pm - 1:30 pm<br>2:00 pm - 3:00 pm |
| Monday<br>September 20 <sup>th</sup> | Performance Monitoring<br>Planning and Development<br>External/Stakeholder Relations | 11:00 am - 12:00 pm<br>12:30 pm - 1:30 pm<br>2:00 pm - 3:00 pm |
| Monday<br>November 15 <sup>th</sup>  | Performance Monitoring<br>Planning and Development<br>External/Stakeholder Relations | 11:00 am - 12:00 pm<br>12:30 pm - 1:30 pm<br>2:00 pm - 3:00 pm |