SPECIAL BOARD MEETING MINUTES

I. CALL TO ORDER: Chairperson Gayline Hunter called the meeting to order at 8:36 a.m.

II. ROLL CALL: Secretary Alberta Chavez called roll.

<table>
<thead>
<tr>
<th>Board Members</th>
<th>Staff</th>
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<tbody>
<tr>
<td>Gayline Hunter, Chairperson</td>
<td>P Zahid Sheikh</td>
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<tr>
<td>Donna Medrano, Vice-Chair</td>
<td>P Casey Carrillo</td>
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<tr>
<td>Joseph Garfield, Treasurer (joined at 8:38 a.m.)</td>
<td>L Katherine Portillo</td>
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<tr>
<td>Alberta Chavez, Secretary</td>
<td>P Resty Rios</td>
</tr>
<tr>
<td>Barbara Baga, Member</td>
<td>P Elizabeth Acevedo</td>
</tr>
<tr>
<td>Richard Brown, Member</td>
<td>P Medrano</td>
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<tr>
<td>William Carrillo, Sr., Member</td>
<td>A</td>
</tr>
<tr>
<td>Veronica McDarment, Alternate</td>
<td>A</td>
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<tr>
<td>Jade Garfield, Alternate</td>
<td>A</td>
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P=Present; A=Absent; I=Ill/Sick; L=Late; E=Excused; T=Travel; V=Vacation

III. APPROVAL OF AGENDA
Joseph Garfield joined the meeting at 8:38 a.m.

MOTION #1: Barbara Baga/Donna Medrano motioned to approve the agenda with corrections; motion carried 5-0-0.

IV. Items for Review

   a. Transfer of $25,000 from Wells Fargo CSC Checking into Wells Fargo CSC Savings

MOTION #2: Barbara Baga/Donna Medrano motioned to transfer $25,000 from Wells Fargo CSC Checking into Wells Fargo CSC Savings; motion carried 5-0-0.

   b. Annual CRIHB Meeting Donation of $2,500

   CRIHB is not asking for monetary donation but raffle
gifts, being that $2,500 is under $5,000 donation does not need Board approval.

Katherine Portillo joined the meeting at 8:46 a.m.

c. Approval of Job Descriptions:

a. Data Entry Clerk

**MOTION #3:** Joseph Garfield/Donna Medrano motioned to approve the Data Entry Clerk job description with corrections and updates; motion carried 5-0-0.

b. Human Resources/Administrative Assistant

**MOTION #4:** Joseph Garfield/Richard Brown motioned to approve the Human Resources/Administrative Assistant job description with changes; motion carried 5-0-0.

c. Human Resources Manager

**MOTION #5:** Barbara Baga/Joseph Garfield motioned to approve the Human Resources Manager job description with the additions and changes; motion carried 5-0-0.

Just for clarification Alberta Chavez wanted to know if Administrative Secretary & Executive Secretary would need to coordinate PTO with HR/Admin. Assistant: because HR/Admin. Assistant will have time off approved by HR Manager, Administrative Secretary & Executive Secretary will need to coordinate time off/PTO with each other.

d. Approval of Organizational Chart

**MOTION #6:** Alberta Chavez/Barbara Baga motioned to approve the Organizational Chart with corrections; motion carried 5-0-0.

Community member is asking for a copy of the Organizational Chart; copies may be provided with no names just positions.

e. Review of August Expenditures

Casey Carrillo satisfactorily answered all questions

**MOTION #7:** Alberta Chavez/Joseph Garfield motioned to approve the review of August expenditures with questions to be answered
next month; motion carried 5-0-0.

V. ADJOURNMENT

MOTION #8: Alberta Chavez/Barbara Baga motioned to adjourn at 9:56 a.m.; motion carried 5-0-0.

[Signature]
Alberta Chavez, TRIHC Secretary