

Draft Minutes
Budget and Personnel Committee Meeting
November 30, 2012

1. Call to Order:

The Budget and Personnel Committee was called to order at 9:00 a.m. by Vice President Gustafson. In attendance were:

- Committee members: Vice President Gustafson and Alternate, Director Nishi.
- Staff: Jim Heitzman, Kelly Cadiente, Jean Premutati, and Paula Riso.

2. Public Comments on Any Item Not on the Agenda:

No comments.

3. Approve/Receive the Draft Minutes for October 26, 2012:

The minutes were received.

4. Consider Recommendation to Revise the District's Retention Policy and Schedules:

Ms. Cadiente explained that the current retention policy requires customer receipts to be kept for seven years and the District's auditors stated that customer receipts only need to be kept for three years and then can be discarded. Ms. Cadiente suggested revising the policy to meet the auditors request of three years.

The Committee recommended moving this item forward to the Board for consideration.

5. Identify Agenda Items for the Next Committee Meeting:

The Committee did not ask for anything specific to be added to the agenda.

6. Committee Member Comments:

No comments were made.

7. Adjournment:

The meeting was adjourned at 9:05 am.