

SUNBURST FARMS IRRIGATION DISTRICT
Employee Handbook Committee Meeting
Sunburst Farms Irrigation District
16040 N. 43rd Avenue
Glendale, AZ 85306

January 25, 2017

MEMBERS PRESENT: Kay Lorenzen, Chairperson
Renee Breeden, Committee Member
Larry Hudson, Committee Member arrived at 6:14 P.M.
Peggy Schwend, Committee Member
Brenda Brown, Secretary

EMPLOYEES PRESENT: Richard Mitten

OTHERS PRESENT: (See attached sign-in list)

1. CALL TO ORDER: The meeting was called to order by Kay Lorenzen, Chairperson, at 6:10 P.M.

2. NEW BUSINESS:

A. Discuss and possible action to approve minutes from January 12, 2017 meeting:

MOTION Member Renee Breeden *made a motion to approve the January 12, 2017 Committee Meeting*. Member Peggy Schwend seconded the motion. **Motion Passed**, unanimously.

B. Discuss and possible action to make recommendations to Board of Directors:

Heavy discussion between Chairperson Kay Lorenzen, Committee Members Renee Breeden, Peggy Schwend, Larry Hudson, Irrigation Manager Richard Mitten and Secretary Brenda Brown regarding the refining/updating the substance abuse policy, HIPP Law, questions on health insurance and liability coverage. Additional meeting may be required pending on additional information that may be obtained.

C. Discuss and possible action to make recommendation regarding Jury Duty:

Discussion ensued between Chairperson Kay Lorenzen, Committee Members Renee Breeden, Peggy Schwend, Larry Hudson and Irrigation Manager Richard Mitten regarding employees that may be called for jury duty, hardship, paid vs. non-paid employees and if it's an inconvenience for the District. The Committee took no action and decided to leave this agenda item up to the Board of Directors for discussion and possibly approve.

3. ADJOURNMENT:

Without objection, meeting adjourned at 8:33 P.M.

Dated this _____ day of _____, 2017

Submitted by: _____
Committee Secretary

***Note:** *All attachments including correspondence in its entirety are filed with the original minutes and may be viewed at the District Office*