

PAL Board Emergency Meeting Notes  
Tuesday August 7th, 2018

**Called meeting to order:** 02:05 pm by Jamal Newborn

**In Attendance:**

1. Tommy Boyle
2. Jamal Newborn
3. J Baca
4. Ismael Lemus
5. J Gagliardi
6. D Jattan
7. Jim Ureta
8. Chuck Shepard
9. Justin Holliday

**The purpose of the Emergency meeting was to have the BOD review the PAL Accounting Policy Manual and decide whether or not to accept it. The intention was to have the Manual approved prior to the City Council meeting on 08/14/2018.**

**Introduction of PAL Accounting Policy Manual:**

- Jess Gutierrez, the new accountant helping PAL reviewed the City Audit and has worked on a comprehensive Accounting Policy Manual that will help PAL address many of the recommendations that the City Auditor had presented.
- At the last meeting Jess presented a draft Accounting Policy Manual to the board and provided copies. The board was asked to review and make suggestions. The board has since reviewed the manual. Sergeant Boyle worked with Jess to change some of the items in the policy so it would be more effective for PAL. Sergeant Boyle presented the policy to the board.
- It was discussed that the Manual would be a living document and the board could make changes to the policy manual in the future.
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**Audit/Accountant/Response:**

- The City Council meeting is on Tuesday August 14<sup>th</sup> at 1:30 P.M. At this meeting the auditor submits their report on PAL to City Council. City Council may have several options they will consider regarding the future of PAL. PAL board members can submit a request to speak at the meeting. They must sign up but will have 2 minutes to talk.
- Jamal talked about the progress the board has made in addressing the recommendations from the Audit. Many issues have been addressed by the

Jess Gutierrez in the new Accounting Policy procedures. Operational issues have been already addressed: Concussion Policy, Livescans, Rosters, TB testing. Taxes are up to date

**Juan Reyes Emeritus status: 2:30 pm**

Jamal recently visited Juan at his home. Juan had missed some recent meetings. Juan's health has deteriorated. Jamal talked to Juan and asked him if he would consider leaving the board as a regular member and become an Emeritus member. Juan told Jamal that he would like to be an Emeritus member. There was a motion to have Juan become an Emeritus member.

- **Motion to accept:** J Gagliardi
- **Second:** J Baca
- **Passed unanimously**

**Approve/Accept PAL Accounting Policy Manual 02:33 pm**

- **Motion to accept:** C Shepard
- **Second:** J Gagliardi
- **Passed unanimously**

**Conflict of interest 2:35 pm**

Jamal discussed the need for an updated conflict of interest form from Jess Gutierrez. The form would need to be completed yearly by each board member. Jamal presented this to the board for a vote. Jamal presented the board with the new forms and asked that everyone signed them. Jamal asked for a motion to approve the updated conflict of interest forms.

- **Motion to accept:** J Baca
- **Second:** Doreen Jattan
- **Passed unanimously**

**Rocketship Contract 2:55 pm**

Pal has had a parking contract with Rocketship School for the last two years. Rocketship wants to renew the contract. Based on the uncertainty regarding the future of PAL there was a concern regarding getting into monetary contracts with Rocketship. Sergeant Boyle talked about allowing Rocket ship to park for free and sign a hold harmless waiver until a decision was made. The board agreed to table the monetary contract until after the City Council meeting on August 14<sup>th</sup>.

**Adjournment: 3:06 pm**

- **Motion to adjourn:** Jamal Newborn
- **Seconds:** J Baca