

PLEASANT VALLEY RECREATION & PARK DISTRICT
ADMINISTRATION OFFICE – ROOM 6
1605 E. BURNLEY ST., CAMARILLO, CALIFORNIA

BOARD OF DIRECTORS
SPECIAL MEETING AGENDA
MARCH 24, 2021

This meeting will be conducted pursuant to the provisions of the Governor's Executive Orders N-25-20 and N-29-20 and the order of the Ventura County Public Health Officer issued March 20, 2020 (Stay Well at Home)

In order to minimize the spread of COVID-19, Room 6 will not be open to the public. To observe and/or participate in the Board meeting from the comfort of your home or other Stay Well at Home-compliant location, you may choose one of the following options:

1. Zoom Meeting Information:

Meeting Link: <https://zoom.us/j/96997051400>

Webinar ID: 969 9705 1400

Passcode: 969760

Phone Number: 1-669-900-6833

2. Public Comment Options:

- a. Email – If you wish to submit a public comment on a specific agenda item, please send your comment via email by 5:00 pm on Tuesday, March 23rd to the Recording Board Secretary at kroberts@pvrpd.org and reference the specific agenda item. The Recording Board Secretary will distribute copies to all Board members prior to the meeting. Emails received after that time will be sent to the Board members after the meeting, but still be included in the public record.
- b. Cell Phone/Computer with Microphone: Click on the Zoom webinar link included above. Enter your name so we may call on you when it is your turn to speak. The Chair will ask if anyone wishes to speak on the item. At that time, raise your hand by clicking the “Raise Hand” button. Follow the instructions below regarding speaking.
- c. Phone – If you wish to make a comment by phone during the public comment section of the meeting or on a specific agenda item, please call into the listed phone number above and when prompted, enter the Webinar ID and Passcode. After entering those items, you will be admitted to the meeting and your line will be muted. The Chair will ask if anyone wishes to speak on the item. At that time, raise your hand by dialing *9. Then, follow the speaking instructions below.

Speaking Instructions

When it is your turn to speak, the Chair will call your name or the last four digits of the phone number you are calling from. You will have three minutes to address the Board. Please ensure all background noise is muted (TV, radio, etc.) You will be prompted to unmute your microphone/phone. Unmute your device and begin by stating your name. After three minutes has elapsed, your microphone will be muted and the next speaker will be invited to speak.

5:30 P.M.

SPECIAL MEETING

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. AMENDMENTS TO THE AGENDA** - This is the time and place to change the order of the agenda, delete any agenda item(s), or add any emergency agenda item(s).
- 5. PUBLIC COMMENT** - **In accordance with Government Code Section 54954.3, the Board reserves this time to hear from the public.** If you would like to make comments about a matter within the Board's subject matter jurisdiction but not specifically on this agenda, in accordance with California law, the Board will listen, note the comments, and may bring the comments back up at a later date as an agenda item for discussion. Speakers will be allowed three minutes to address the Board. **(Please note the options available to provide public comment listed above for this meeting.)**
- 6. CLOSED SESSION**
 - A. Conference with Labor Negotiators** - The Board will conduct a closed session, pursuant to Govt. Code Section 54957.6, with the District's negotiators - Mary Otten, Kathryn Drewry, and Board Counsel regarding labor negotiations with the employee organization, SEIU Local 721.
- 7. RECONVENE INTO OPEN SESSION** [Govt. Code Section 54957.7]
Disclosure of actions taken in closed session, as applicable.
[Govt. Code Section 54957.1]
- 8. REPORT ANY ACTION TAKEN IN CLOSED SESSION**
- 9. NEW ITEMS – DISCUSSION/ACTION**
 - A. Voluntary COVID-19 Vaccination Policy**
- 10. ORAL COMMUNICATIONS-** Informal items from Board Members or staff not requiring action.
- 11. ADJOURNMENT**

Notes: The Board of Directors reserves the right to modify the order in which agenda items are heard. Written materials related to these agenda items are available for public inspection in the Office of the Clerk of the Board located at 1605 E. Burnley Street, Camarillo during regular business hours beginning the Friday preceding the Wednesday Board meeting.

Announcement: Public Comment: Members of the public may address the Board on any agenda item before or during consideration of the item. [Government Code section 54954.3] Should you need special assistance (i.e. a disability-related modification or accommodations) to participate in the Board meeting or other District activities (including receipt of an agenda in an appropriate alternative format), as outlined in the Americans With Disabilities Act, or require further information, please contact the General Manager at 482-1996, extension 114. Please notify the General Manager 48 hours in advance to provide sufficient time to make a disability-related modification or reasonable accommodation.

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Kathryn Drewry, Human Resources Specialist

DATE: March 24, 2021

**SUBJECT: CONSIDERATION OF VOLUNTARY COVID-19
VACCINATION POLICY**

SUMMARY

As District employees begin returning to the office to perform essential functions and as the office begins to open to the public, the District would like to encourage its employees to obtain vaccinations as soon as they are able to do so. One way in which the District can ensure that the employees are seizing their opportunity to be vaccinated is to offer them time off for their appointments. This Voluntary COVID-19 Vaccination Policy offers our Full Time and Part-Time Year Round, as well as our Lifeguards and Park Rangers, two hours (for each dose) during their regularly scheduled work day to leave and be vaccinated.

BACKGROUND

On March 19, 2020, Governor Newsom issued Executive Order N-33-20 directing all residents immediately to heed current State public health directives to stay home, except as needed to maintain continuity of operations of essential critical infrastructure sectors. The State Public Health Officer could also designate additional sectors as critical to protect the health and well-being of Californians.

In accordance with this order, the State Public Health Officer has designated a list of Essential Critical Infrastructures Workers to help state, local, tribal, and industry partners as they work to protect communities, while ensuring continuity of functions critical to public health and safety, as well as economic and national security.

ANALYSIS

The District has remained committed to putting the health and safety of our staff and the public first throughout this past year. The COVID-19 vaccine is a critical tool in helping this end the pandemic. Covering the time it will take for our employees to get vaccinated, should they choose to do so, is vital to the health of the District staff and the community it serves. The District believes that offering employees the time off will encourage those who are simply fearful or hesitant about being vaccinated.

As the vaccines become more readily available, the state and county have been moving quickly through their phased vaccine protocol. Currently the county is in Phase 1B – Tier One and Two. These tiers include Education and Childcare, Emergency Services, and Food and Agriculture and

include our Lifeguards, Park Rangers and Grounds/Facilities Crews which fall within these tiers. The next phase to roll out is 1C; this phase includes Government operations/Community-based essential functions. All remaining District staff will be eligible under Phase 1C.

District staff met with SEIU Local 721 to Meet and Confer over this policy on Wednesday March 17th, 2021. SEIU agreed that this policy would be helpful to both their represented employees and the community at large.

FISCAL IMPACT

The exact fiscal impact will vary greatly. This policy is voluntary and there are approximately 55 employees who would benefit from receiving the two to four hours of leave, however, we are unsure at this time how many will take advantage of this opportunity. This policy is retroactive to January 1, 2021, as we have had over half a dozen employees receive their vaccines.

RECOMMENDATION

It is our recommendation that the Board approve the Voluntary COVID-19 Vaccination Policy.

ATTACHMENTS

- 1) Voluntary COVID-19 Vaccination Policy (3 pages)
- 2) Declination of COVID-19 Vaccination Policy (1 page)

Pleasant Valley Recreation & Park District

Voluntary COVID-19 Vaccination Policy

Purpose:

To help protect Pleasant Valley Recreation & Park District (“District”) staff members and their families from acquiring COVID-19 and to help prevent the unnecessary spread of COVID-19 between staff members, non-staff members, and families, the District has implemented this Voluntary COVID-19 Vaccination Policy (“Policy”).

The District strongly encourages all staff members to receive the COVID-19 vaccine. District staff members who do not receive the COVID-19 vaccine continue to be at risk of contracting COVID-19 themselves and potentially causing other staff members, District customers and guests, as well as your family members and friends, to become seriously ill or possibly die if they contract COVID-19 from you.

Therefore, it is important to both the District, as well as all our staff members, that as many of you who are safely able to receive the COVID-19 vaccine, participate in the voluntary vaccination program.

Definition:

District staff members include all Full Time (40 hrs.) and Part Time Year-Round (32 hrs.) employees as well as Park Rangers and Lifeguards.

Policy:

The District strongly recommends that all District staff members receive the COVID-19 vaccine. Staff members who opt not to receive a COVID-19 vaccination must complete and submit the COVID-19 Vaccination Declination Form.

Procedure:

Vaccines Available to All Staff

All District staff are eligible to receive the COVID-19 vaccine through a third-party source. After receiving their vaccines, staff members must provide written verification of vaccination to the District by submitting documentation of the vaccination to Kathryn Drewry, Human Resources Specialist.

Time Off for Voluntary Vaccination

All District staff eligible to receive the COVID-19 vaccine will be allowed up to two (2) hours of worktime to receive each shot not to exceed four (4) hours total. Any additional time required will

be provided in accordance with state law or the use of the individual employee's available leave banks.

Scheduling Voluntary Vaccinations

Should a staff member schedule a vaccination time during work hours, they are required to notify and work with their supervisor to appropriately schedule 3 business days for notifications unless agreed upon by both parties in order ensure functions of the District can remain.

Exceptions to Vaccination

All District staff members are strongly encouraged to receive the COVID-19 vaccine, unless the staff member:

- (1) Has an allergy to the vaccine or any of its components or has other significant allergy issues that makes receiving the COVID-19 vaccine not medically recommended;
- (2) Has another medical condition that prevents the staff member from receiving the COVID-19 vaccine; or
- (3) Has a sincerely held religious belief that prevents the staff member from receiving vaccinations. Sincerely held religious beliefs do not include any personal opinions the staff member may have concerning the COVID-19 vaccine or vaccines in general.

Vaccination Declination Procedures

All District staff members declining to receive the COVID-19 vaccination must fill out, sign, date and submit to Kathryn Drewry, Human Resources Specialist, the District's COVID-19 Vaccination Declination Form. The COVID-19 Vaccination Declination Form should be submitted as soon as the employee knows that they will be declining the vaccination.

New Staff Member Vaccinations

New staff members who have not already received the COVID-19 vaccine according to the manufacturer's recommendations are also strongly encouraged to receive the COVID-19 vaccination. New hires who have not already received the COVID-19 vaccination will be encouraged to receive the COVID-19 vaccination unless they submit a COVID-19 Vaccination Declination Form (depending on the availability of the COVID-19 vaccine at the date of hire).

New staff members who have already received the COVID-19 vaccination from another source should submit the COVID-19 Vaccination Declination Form, indicating that they have received the vaccine previously.

Side Effects

Staff members who experience side effects potentially attributable to the vaccine should report the side effects to their supervisor. All staff members who receive the COVID-19 vaccine and experience side effects causing them to miss work may use available leave banks.

No Retaliation

If a staff member chooses to not receive the vaccine and/or chooses not to disclose the reason(s) why he or she is declining the vaccination, District and the management and supervisory staff of District will not retaliate against, intimidate, or threaten any staff member for opting not to disclose his or her reason for declining the vaccination.

Further, District and the management and supervisory staff of District, will not retaliate against any staff member for exercising any rights under any federal, state or local laws or regulations.

Questions About This Policy

Any questions or concerns about the voluntary COVID-19 vaccination program, or this policy, should be directed to Kathryn Drewry, Human Resources Specialist.

PLEASANT VALLEY RECREATION & PARK DISTRICT
COVID-19 VACCINATION DECLINATION FORM

Sign and return this form only if you voluntarily opt not to receive the COVID-19 vaccine.

The Pleasant Valley Recreation & Park District (“District”) strongly encourages its staff members to get the COVID-19 vaccine, which is available to all paid and volunteer staff on a voluntary basis.

***RELEASE AND LIMITATION OF LIABILITY FOR DECLINING
TO RECEIVE THE COVID-19 VACCINE***

I understand that my exposure to people with COVID-19 puts me at risk of acquiring COVID-19. I also understand that if I have COVID-19, I can put my co-workers, District customers and guests, and my family and friends at risk of contracting COVID-19.

I understand that those who contract COVID-19 may suffer serious illness, up to and including death, and that I can infect others with COVID-19 even if I am experiencing no symptoms.

I have been given the opportunity to receive the COVID-19 vaccine. I acknowledge that I understand the significant risks of not obtaining the vaccination, and despite this understanding, I decline to receive the COVID-19 vaccine.

I understand that by declining to receive the COVID-19 vaccine, I continue to be at risk of acquiring COVID-19 and that I may be required to work in a non-public setting and may be required to adhere to stricter protective health measures than those who obtain the COVID-19 vaccine, such as wearing a mask during working time and in all work areas.

I further understand that my refusal to receive a COVID-19 vaccine substantially increases the risk and likelihood that I may contract COVID-19.

I and my heirs and assigns hold the District harmless and free from any liability for my voluntary decision to decline to receive the COVID-19 vaccine. I hereby release and forever discharge the District, its officers, employees, volunteers, and agents from any and all claims, liability, losses, costs and expenses that I, my heirs, and/or my assigns may incur as a result of my declination to receive the COVID-19 vaccine.

***Knowing these facts, I choose to decline vaccination at this time.
I have read and fully understand the information on this declination form.***

Signature

Date

Printed Name