

RAINIER CEMETERY DISTRICT

Regular Meeting

Wednesday , February 7, 2024

A regular meeting of the Board of Directors was called to order by Board Chair Monica Hackenberg at 5:00 pm at the Cemetery office located at 24952 Alston Rd., Rainier, Oregon.

Call to Order and Flag Salute

Board Members present: Monica Hackenberg, Scott Falconer, Jim McGlone, Rick Fletcher and Delyla Laughlin

Director Fletcher asked that he and Director Falconer be placed at the top of the Agenda.

Director Fletcher stated that he was tendering his resignation effective immediately. Director Fletcher then read his letter of resignation effective immediately (see attached).

Visitors Comments:

None taken at this time

See attached visitor's sign in sheet for attendance.

BOARD BUSINESS:

Meeting minutes

Director Hackenberg tabled approval of minutes until the next meeting because they were far too long to read during the meeting, Directors Laughlin and McGlone agreed.

AGENDA

Director McGlone made the motion to approve the agenda as amended. Director Laughlin seconded the motion and Director Hackenberg voted in favor.

TREASURER'S REPORT

Director McGlone made a motion that bills be paid as presented. Director Laughlin seconded the motion and Director Hackenberg voted in favor.

No timecards were presented. Director McGlone will contact CMW Books for clarification. Both Sexton Fieken and Maintenance worker Toussaint presented their timecards for approval. Office Manager, Misty Holsey is on FMLA and was not present.

OFFICE REPORT

The Office Manager, has been out of the office and volunteers have been manning the office. They have been answering the phones and taking messages. The office has been very busy, the office has been open from 7:30 AM until at least 3:00 PM, Monday thru Friday.

SEXTON'S REPORT

Sexton Fieken reported that there have been three full burials, five plots sales and three possible plot sales. Everything seems to be going okay. Information for reports to the County after burials needs to be obtained.

The tree removal at Apiary is still pending.

MAINTENACE REPORT

Trees near the Chapel need to be removed. One is touching the Chapel and the other has multiple trunks. Both will be removed as time allows.

OLD BUSINESS

Overtime for staff. We have two employees that are doing the work of three employees. Overtime is to be expected.

The Board is actively looking for a Bookkeeper/CPA. We have made many calls, but it must be someone that can do the LGIP and PERS. It is tax season and many of the Companies contacted are not accepting new clients.

Office hours will be discussed with the Office Manager when she returns.

Job description for Office Manager needs to be reviewed. The last job description was written in 2002 and needs to be revised and updated.

Background checks and Drug and Alcohol Free Work Place are offered through the SDAO. Director Hackenberg had a meeting with Kevin Jones, Rick Management Representative that explained many of the benefits that are available through the SDAO. The RCD needs to have an approved written policy.

Director McGlone discussed the need for a time clock.

Kathi Mattinen discussed the formation of the RCD Review Committee, the committee is not official. It is in the formation stages. All rules for public meetings will be followed.

NEW BUSINESS

January 29, 2024, Directors McGlone and Hackenberg met with bookkeeper, Cyndi Warren to try to plan for the transition to a new bookkeeper.

January 29, 2024, Directors McGlone and Hackenberg met for an Employee Meeting with Sexton Fieken, Scott Toussaint and Office Manager Misty Holsey. Communication issues were discussed. Cross training of employees as well as office coverage was also discussed.

On February 7, 2024 the resignation of Cyndi Warren, CMW Books became effective. Her letter of resignation was read by Director Hackenberg.

On February 7, 2024, Director Fletcher brought a two-drawer file cabinet as well as two small boxes of records to the District Office. These are the only records that were returned.

It was suggested that instead of paying employees a stipend each month for them using their own cell phones that the District set up their own plan and pay for it. A discussion ensued and it was decided that the Board would into the cost of cell phone plans.

Office Manager, Misty Holsey's concerns. Two letters were presented to the Board by Ms. Holsey

that contained serious allegations against two RCD employees. It was discussed and decided by the Board to read the letter out loud and come to some resolution as to how to handle the situation. The letters were read and discussed. Neither of the authors were in attendance. The letters were turned over to the SDAO Risk Management team. Jerry Simmons was present to offer his opinion on one of the letters. It was decided that the letters would be kept on file. No resolutions were made at this time.

Coveralls and work attire to be purchased for the employees. The work wear would have RCD logos and would help identify the employees of the district. Prices will be investigated.

Other forms of employee and volunteer identifications were discussed.

Conservation of electricity was discussed. It was decided that heaters would be turned off at night and on weekends. Outside lights need to be equipped with sensors so that they only turn on at night.

Director Laughlin asked to discuss the on Larson Road Chapel. She is on the Rainier, Oregon Museum Board and wanted to know if they and the RCD could work together to repair the Chapel? She suggested that she might be able to obtain grant money and estimates for repair.

Director McGlone suggested that there is a third phone line in the office that might not be needed. It would be a savings of about \$40.00 per month. It was discussed and a decision will be made in the near future.

Filling Board vacancies was discussed. New Board members will be appointed at the next meeting.

Director McGlone made a motion that the account at the Umpqua Bank be closed as soon as he can determine on the Wauna Federal can process credit cards for the District. The motion was seconded by Director Laughlin. Motion was passed by a unanimous vote.

Denise Cullison of the Groulx Family Mortuary, asked if it would be possible to return to the way paperwork used to be handled? She would collect our fees from the families and then write a check to the RCD. This would eliminate the families having to make two stops to get their loved ones cared for. The only time the family would need to come to the RCD would be to purchase a plot. Sexton Fieken prefers that the RCD continues to meet with the families whenever possible.

Kathi Mattinen stated that she feels good about the direction that the RCD is going. She also wanted to make it clear that RCD employees are public employees and their hours, PERS, timecards and salary is public information.

Due to the length of the minutes it was decided that there would need to be more time to review them. It will be done at the meeting.

Meeting was adjourned at 6:42 PM