



December 30, 2009

TO: LOCSD Board of Directors
FROM: Sandi Woods, Administrative Supervisor *SLW*
SUBJECT: Agenda Item 4.A3 – 01/07/2010 Board Meeting
District Administration Department Report for December 2009

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Joe Sparks

Vice President
Marshall Ochylski

Directors
Chuck Cesena
Maria Kelly
Steve Senet

General Manager
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The Administration Department Report will give an update of recent changes within the LOCSD Administrative Department for the Board of Directors and the General Public.

Board of Director Office Hours

Office hours will resume in early 2010.

Records Retention Schedule Update

In the Fall of 2009 I met with all the staff members concerning organizing all the electronic and paper documents housed at the LOCSD. The input from staff during these meetings was very valuable and contributed to the written plan that I submitted to Dan this month for edit and review. The plan outlines how to better organize and reduce duplication of electronic files and written documents, allow for easier access to District documents, and commences the process for archiving District records.

Beginning Comments for 2010

Since January 2009 staff costs have been reduced and the annual savings to the District in salaries will be \$327,000. I want to let the Directors and the Public know that even with the reduction in work force, the District work is being completed in a timely manner and the Staff is doing an excellent job.

The month of December in the Administration Department was spent closing out 2009, producing required year-end reports as well as opening up all the new files for 2010. I have begun reviewing each job description in the Personnel Policy for accuracy and updates. Consent Item 5F on this agenda is the first two job descriptions that have been reviewed.

We look forward to a productive New Year and wish everyone a very Happy 2010.

RECOMMENDATION

Staff encourages each Director to ask any questions they may have with regard to the aforementioned report or any other related item that may or may not have been listed separately as an agenda item.