Members Present:
Devon Kinka, Cheo Massion, Beth Patel, Kristina Combs, Diane Traversi

Absent:
Dianne Faw, Dayna Quick

Welcome
Agenda
• Approved

Minutes
• Oct 28 minutes approved with corrections.

Topics
• Staff Luncheon
  o Possibly school cafeteria, Boudin’s or an outside vendor
  o $4,800 for 2014 Staff Luncheon
• Develop guidelines for food for training events with a list of vendors. A little money spent on food can go a long way for attracting participants.
• Awards of PDC funds
  o Earmark funds for luncheon and convocation, then the remainder is for awards.
  o Implement a formal process of selection, including a statement about how the training aligns with the district’s mission.
• Planned training = flex calendar
  o PDC members were asked for feedback (ex. Budget, retirement, Medicare, long term care)
  o Diane (with Sienna) offered to do cross training on what technology is available, so participants can see if it can be used across departments. (Ex. Paperless petitions and Com Cares)
  o Kristina said she would gather feedback from the HR team.

Next meeting date
Tuesday, November 25, 2014

• Flex Calendar