

Memo

To: Board Members
From: Tom Scaglione
Date: April 22, 2025
Subject: Policies & Procedures Committee Minutes – **April 22, 2025**

The Committee met on Wednesday, April 22, 2025, at 10:00 a.m. for a special meeting. Members of the public were able to participate by telephone, Zoom, or in-person at the Grossmont Healthcare District Conference Center, located at 9001 Wakarusa Street, La Mesa, CA. For the purpose of these minutes, the listed items are reflected in the order set forth on the posted Agenda. In some cases, discussion of items may have taken place out of sequence during the meeting.

Attendees: Director Robert “Bob” Ayres, Chair
Director Gloria Chadwick, RN, Member
Aaron Byzak, Interim Chief Executive Officer
Tom Scaglione, Chief Administrative Officer
Jeffrey Scott, General Counsel (via Zoom)

A. Call to Order: The meeting was called to order by Director Ayres at 10:00 a.m.

B. Approval Agenda: The agenda was approved as posted.

C. Public Comment: There were none.

D. Reports/Discussion/Possible Action Items

1. Board Meeting Times and Potential Pilot Program

The Committee discussed the potential for changing one of the two monthly Board meetings from a 9:00 a.m. start to a 6:00 p.m. start, pursuant to Director Farjood’s prior request. The idea of a 90-day trial period was proposed, but it was decided that a 6-month trial period would be a more appropriate amount of time to get a fair measurement. The Committee agreed to defer this matter until the new CEO has been hired. The Committee will continue to evaluate the Board meeting time change, with a focus on the needs of the East County community.

2. Cost-of-Living Adjustment 3.5% Cap (For Discussion Only)

The Committee discussed the District’s current cost-of-living adjustment (“COLA”), which was set at 3.5% and is part of the adopted policy, pursuant to Director Farjood’s prior request. There is concern that the cap (with no rollover) is arbitrary and could be considered unfair if the Consumer Price Index for San Diego concluded a bigger percentage increase. It was noted that the Board can adjust the cap with a policy exception. The possibility of a 5% cap was suggested, as well as the idea of using a 10-year average, thus tying the number to something. CAO Scaglione explained how a cap helps with budgeting.

The Committee discussed that currently two employees are Y-rated (not eligible for merit increases because their current salaries are beyond the salary range). Three or four more employees may become Y-rated with the next merit consideration because of the cap. COLA increases individual salaries and the salary ranges. They also discussed using an HR firm to review the District’s current COLA policy and provide recommendations, including comparisons to similar organizations. The Committee discussed the last salary review, which was done two years ago, and the upcoming one for 2026. The salary survey is usually done every three years, but it is available anytime. The Committee discussed the merit of 0% to 5% and how it is less than most districts which have an automatic 5% step instead of an earned merit in addition to COLA increases. They agreed to have Asure provide a salary survey in time for budgeting purposes for fiscal year 2026.

E. Next Meeting: The next meeting is on the calendar for Tuesday, July 22, 2025, at 10:00 a.m.

F. Adjournment: There being no further business, the meeting adjourned at 10:28 a.m.