

GUADALUPE PUBLIC CEMETERY DISTRICT

4655 West Main Street, Guadalupe, CA 93434

805-343-1415; FAX 805-343-6475

M-F 7:30 AM-12; 12:30 -4 PM

guadcem@silicom.com

TO: Santa Barbara County Civil Grand Jury

ATTN: Foreman

1100 Anacapa Street

Santa Barbara, CA 93101

RE: Response to Recommendations

Recommendation 1.

Three of 5 Trustees have received ETHICS training through the California Association of Public Cemeteries (CAPC). One was to have attended a recent offering at the Betteravia Government Center in Santa Maria. The fifth is seeking an opportunity for training. The Trustees suggest that Santa Barbara County, the Board of Supervisors, or a contracted agency make such training available periodically. It is possible that Employment Law training may come through EDD. The GPCD was fortunate to receive a scholarship for attendance at the January CAPC meeting in San Luis Obispo, for our small budget would not cover even 1 attendee.

Recommendation 2

Guadalupe Public Cemetery District has contracted for a 4-hour weekly Office Manager. This arrangement has served well for our operations of approximately 26 interments yearly. The Superintendent handles pre-need sales and information requests from the public in addition to grounds care. Office Manager attended manager sessions at the CAPC January seminar as part of the scholarship.

Recommendation 3.

N/A

Recommendation 4.

Notices of meetings are posted in public places: District Office, Guadalupe Public Library, Mid-State Bank & Trust branch, Guadalupe City Hall. Each meeting notice now includes date and place of posting. Guadalupe's Public Access Channel will also post the notice.

Recommendation 5

Inadvertent error in response. e-mail is guadcem@silicom.com. Fax number is 805-343-6475. E-mail and telephone messages are checked throughout the work hours.

Recommendation 6

Policies are constantly in review for revision or updating, one or two per meeting with oversight by Counsel. To be developed: tenure, cause for removal of Trustee, record retention, complaint processing.

Recommendation 7

Recognition of Guadalupe's meeting minutes is appreciated. Minutes contain the recommended items, and 3) d) will be included in future recordings.

Recommendation 8

Guadalupe Public Cemetery District does not employ a CPA. The Office Manager is a seasoned bookkeeper. All warrants are paid through Santa Barbara County with a mandated yearly audit and, as needed, interim comments. The budget, as approved by the Trustees, is presented to the County Auditors as required each June. Pro Bono Counsel is available on a limited basis.

Recommendation 9

Office Manager, with staff input, will be asked to present in writing requests for action by the Trustee Board and the facts listed for consideration of the request(s).

Recommendation 10

Perhaps the Board of Supervisors could provide a construct on which to base a review of the need and/or benefits of consolidation. The Guadalupe Public Cemetery District is nearly 100 years old. Many clients are not English speaking. If the office was not local and with Spanish speaking staff, fewer clients would be able to access services. Consolidation could increase rather than decrease costs to clients/users.

Recommendation 11

N/A

President of Board of Trustees

Vice Chair

Secretary

Trustee

Trustee

Date _____