



1. **Convene meeting:** Chair Lee Cattaneo convened the meeting at 5:14 PM with committee members Gerhard Postpischil and Gabrielle Malina. Bruce Westcott (General Manager) and Cathleen Gent (Planning Analyst) also attended. Cathleen Gent took notes.
2. **Approve Meeting Minutes –May 15:** *Motion made by Gerhard Postpischil to approve the minutes, seconded by Gabrielle Milina. Voting in favor: Unanimous.* Cathleen Gent provided brief updates regarding activities from the May 15 meeting.
3. **Review POC FY18 Work Plan Progress**
The POC discussed the status of current tasks in the POC FY18 Work Plan. Lee Cattaneo noted that the POC and FOC should schedule their annual joint meeting. Staff will look for a date in September for that meeting. The POC also discussed the format for annual program plans and offered suggestions. Staff will work on adjusting the format for the annual program plans and will link activities to the strategic plan. The POC will discuss work plan changes for FY19 during their September meeting.
4. **Strategic Plan**
The POC reviewed the revised version of the mission, purpose, and guiding principles document. There was general agreement that the action-oriented, streamlined guiding principles and objectives work well. The POC encouraged staff continue combining similar objectives in the next version of the document. There was also discussion about integrating specific activities for each objective which reflect who will do an activity, and how/when it will be done. Staff will seek input from CVSWMD staff members, review the Board retreat prioritization listing, and bring a revised document to the POC for its review. That document will be submitted to the Executive Board for a meeting this summer. The goal is to have a strategic planning document for the Board's review at the September meeting.
5. **Policies and Procedures** – The POC reviewed the draft Financial Policies and Procedures document which has been reviewed by the Financial Oversight Committee. The full Board is expected to take up review of the document in September. The POC offered a number of changes including:
 - Numerous grammatical corrections
 - Change “profit and loss” to “revenues and expenses”
 - 7.C – Commitment Authority – add “or commit” to first sentence
 - 7.C.1 – Add Staff back to the table and set the level from \$0 to an upper level to be set by the FOC

Motion made by Gerhard Postpischil, seconded by Gabrielle Malina, for staff to bring the POC changes to the FOC, and ask the FOC set the upper dollar level for staff authority for budgeted, non-capital items. Voting in favor: unanimous.

Summer Meeting - The POC set the summer meeting date for Wednesday, July 11. Staff will be in touch about the exact time of the meeting.

6. **Adjournment** – *Motion by Gerhard Postpischil, seconded by Gabrielle Malina, to adjourn. The POC adjourned at 6:29 PM.*

Respectfully submitted by Cathleen Gent