

**LOCAL AGENCY FORMATION COMMISSION
COUNTY OF SAN BERNARDINO**

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DATE: JULY 12, 2004
FROM: KATHLEEN ROLLINGS-McDONALD, Executive Officer
TO: LOCAL AGENCY FORMATION COMMISSION

SUBJECT: AGENDA ITEM #8 – Review and Consideration of Human Resources Policies and Procedures

RECOMMENDATION:

1. Adopt the Human Resources Policies and Procedures as prepared and presented by the Commission's Human Resources Consultant, Alcock and McFadden.
2. Instruct staff to prepare the appropriate resolution for adoption on the August 18, 2004 agenda.

BACKGROUND INFORMATION:

At the April 2004 hearing the Commission contracted with the firm of Alcock and McFadden to rewrite the LAFCO Terms of Employment and divide it into three documents: a Human Resources Policies and Procedures Manual, an outline of the Benefit Plan, and an accounting procedure document for use by staff.

Presented today for the Commission's review and consideration is the Human Resources Policies and Procedures Manual. Ms. Mary Alcock will be present at the July hearing to review this document with the Commission.

KRM/

Attachment