



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: June 13, 2023

SUBJECT: Agenda Item 6C: Consideration of Authorizing the General Manager to Hire Temporary Staff for the Purposes of Records Management and other General Administrative Functions

RECOMMENDED ACTION:

Staff recommends the following action:

I Move to Authorize the General Manager to Hire Temporary Staff for the Purposes of Records Management and other General Administrative Functions.

BACKGROUND:

The District purchased the document management software Laserfiche in 2020 for the purpose of digitizing and storing District records. This software also has the ability to help add automation into many of the work processes performed in the admin department.

The full implementation and utilization of the software has been slow, as the time necessary to go through the vast amount of paper documents the District has and physically scan them into the system is not available with existing staff.

Staff is requesting that the Board authorize the General Manager to hire a temporary body for the purpose of scanning the District's vast amount of documents into the software. The ideal candidate for this position would be a student intern that would perform this work over several months, working on a part time basis. This temporary position would also assist with the filing and categorizing of documents.

FINANCIAL IMPACTS

Based off of the state minimum wage, the recommended salary is \$18 per hour.