

3.4 CONSENT CALENDAR

3.4.1 CABE HEADQUARTERS CALENDAR—2020-2021

RECOMMENDATION: Approve CABE Headquarters Calendar for 2020-2021

SCHEDULES AND HOLIDAYS FOR PERMANENT STAFF

PAID HOLIDAYS

- New Year's Eve
- New Year's Day
- Martin Luther King Jr. Day
- Cesar Chavez Day
- Presidents' Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

WINTER HOLIDAYS

December 21-January 1

CABE's office closed for two weeks during the Christmas/New Year's holiday season.

STAFF SCHEDULE

1) Monday-Thursday- alternate Fridays off (9:80=80 hours in 9 days, between 7 am-6 pm, Half the staff works on alternate Fridays—Team A and Team B)

- August 31, 2020-January 29, 2021
- March 29-July 2, 2021

2) Monday-Friday- 8hr./day (10:80=80 hours in 10 days, between 7 am-6pm)

- February 1-March 27, 2021 (Final Annual Conference Preparation)

3) Monday-Thursday- 10hr./day (8:80=80 hours in 8 days between, 6 am- 7 pm, CABE office closed on Fridays)

- July 5-August 27, 2021 (Summer schedule)

3.4.2 CLOSURE OF CITIZENS BUSINESS BANK ACCOUNT

Recommendation: Close all Citizens Business Bank Accounts

Since the 1990s, CABE held its checking and savings account with Citizens Business Bank. In 2018 CABE began the process of moving all of its principle banking services to Bank of the West following approval for a mortgage loan for the purchase of the building at 20888 Amar Road. In the past 1 ½ years, we have been transitioning our accounts and services and are now ready to close the Citizen Bank Account and reduce fees and service costs.