



## **Biola Community Services District**

Staff Report  
For the Meeting of  
April 20, 2023

**SUBJECT:** Hall Keys for Board Member

**SUMMARY:**

This is an agenda “**action**” item that the Board will review then approve to provide a designated Board member with a set of keys to have access to the community center when staff are not present.

**BACKGROUND:**

In March, an inquiry was made if Board of Directors were able to have a set of keys to the Community Center. It has never been requested for the Board to have a set of keys to the community center. One reason being is if a Board member ever needed to come into the community center, an employee would come and open it when needed. Another reason for not dispersing out multiple sets of keys is due to needing to assign an alarm code to each individual. Lastly, in the event of an emergency, staff are better able to keep track of who goes in and out if there are a limited set of keys.

**FINDINGS:**

Legal Counsel advised not to move forward with this due to board members not being covered under liability. She also was unaware of board members ever having a set of keys. Staff is usually available to open if they needed access.

**RECOMMENDED ACTION:**

1. Allow staff to continue to open the community center if access is needed.