

Registration Form

“Public Cemetery District

Annual Education Seminar & Area Meeting”

Friday, October 6 & Saturday, October 7, 2023

Name _____ Position _____

District _____

Address _____

City/State/Zip _____

Telephone _____ Fax _____

First time attendee at CAPC event, Yes ____ No ____

Guest _____

Friday, October 6, 2023

Education Seminar Registration Fee...

CAPC Members \$238.00 / Non-Members \$288.00 \$ _____

(Italian Buffet: Minestrone Soup, Caesar Salad, Chicken Parmesan, Vegetarian Lasagna, Rigatoni Pasta w/ Sausage, Veggies, Garlic Bread & Chef’s Desserts)

____ Guest Buffet Lunch @ \$66.00 each \$ _____

Saturday, October 7, 2023

Area Meeting Registration Fee...

CAPC Members \$155.00 / Non-Members \$205.00 \$ _____

(Tex-Mex Buffet: Mixed Greens w/ Cilantro Dressing, Chips & Salsa, Chicken Enchiladas, Mini Street Tacos, Onions & Cilantro, Rice, Beans & Bunuelos)

____ Guest Buffet Lunch @ \$66.00 each \$ _____

Total Enclosed: \$ _____

Please complete separate registration for each attendee and return with payment no later than Friday, September 15, 2023.

**To: CAPC
P.O. Box 119
San Jacinto, CA 92581
Telephone: (888) 344-9858
Fax: (951) 652-3643**

No refunds for cancellations received after [September 15, 2023](#).

Applications from CAPC member districts are being accepted until [Friday, August 18, 2023](#) for scholarships to attend the seminar. Contact CAPC.

California Association of Public Cemeteries

Annual Education Seminar & Area Meeting

Holiday Inn Capitol Plaza

Sacramento, California

Education Seminar

Thursday, October 5, 2023

5:30-7:00 p.m. Hospitality Event ([Sierra Ballroom](#) - 16th Floor)

Dinner on Your Own

Friday, October 6, 2023

6:00-9:30 a.m. Breakfast for Hotel Guests (Cypress Grill)

7:15 a.m. Registration Desk Opens

8:30 a.m. Welcome and Program Introduction

8:45 a.m. **“Featured Cemetery - Davis Cemetery District”, *Presented By:* Jessica Smithers, District Superintendent**

9:00 a.m. **“Green Burial 101 from the Heart”, *Presented By:* Mindy Mohlenbrok, Cemetery Consultant, Morgan Oaks Eternal Preserve**

10:30 a.m. Break

11:00 a.m. **“Legislative Update”, *Presented By:* CSDA**

Noon: Lunch, ([Sierra Ballroom](#) - 16th Floor)

1:30 p.m. **“Highlights from the Brown Act: How to Properly Agendize & Post”, *Presented By:* Anthony Principe, Attorney, Kirk & Simas**

2:30 p.m. **“Interment & Disinterment Forms: Best Practices & Procedures”, *Presented By:* Martin De Los Angeles, Attorney, Best Best & Krieger**

3:30 p.m. Adjourn

4:00 p.m. CAPC Board of Directors Meeting

Dinner on Your Own

Area Meeting

Saturday, October 7, 2023

7:00-10:00 a.m. Breakfast for Hotel Guests (Cypress Grill)

7:45 a.m. Registration Desk Opens

8:30 a.m. Combined Breakout Session:
Trustees and Managers Discussion Group, *Facilitated By:* Mike Ott, Trustee, North County Cemetery District & Carol Griesse, General Manager, San Jacinto Valley Cemetery District

10:30 a.m. Break

11:00 a.m. Combined Breakout Session, *Continued*

Noon: Lunch, ([Sierra Ballroom](#) - 16th Floor)

1:30 p.m. **“Best Practices for Interviewing & Hiring (Do’s & Don’ts)”, *Presented By:* Anne Branham, Attorney, Best Best & Krieger**

2:30 p.m. **“Standard Operating Procedures & Checklists”, *Presented By:* Gina Lopez, Trustee, Coalinga-Huron Cemetery District**

3:30 p.m. Adjourn

Dinner on Your Own

WHO SHOULD ATTEND:

Public Cemetery District Trustees, Managers,
Secretaries and Key Employees

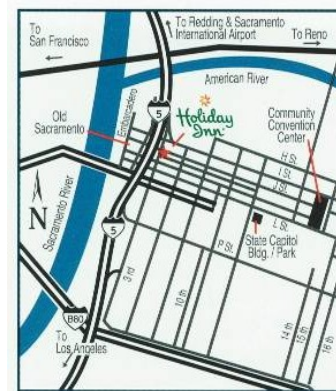
Education Seminar

- **Featured Cemetery - Davis Cemetery District**
- **Green Burial 101 from the Heart:** A deeply personal journey when planning in a thoughtful and significant manner. Green burial will provide peace of mind now and in eternal life. With a green burial you will continue to restore and protect the natural surroundings and eco system while creating a unique and meaningful experience. By choosing green burial you will be creating a living legacy.
- **Legislative Update:** CSDA will present “Legislative Updates for Cemetery concerns” on AB1572 for Potable Water, Ballot Initiative #21-0042A1 that limits agencies to raise revenue and CARB regulations on weed eaters, blowers etc.
- **Highlights from the Brown Act - How to Properly Agendize & Post:** This program will highlight the portions of the Brown Act that are most likely to come up during meetings, such as what is appropriate to list as a closed session and what language to use on the agenda. It will also touch on when and how to post the agenda.
- **Interment & Disinterment Forms - Best Practices & Procedures:** The Public Cemetery District Law contains various requirements pertaining to interments and disinterments. This presentation will provide an overview of those statutory provisions and the related forms required by public cemetery districts. The presentation will include tips and suggestions regarding the preparation of these forms, as well as proper language to include on the forms.

Area Meeting

- Enjoy the fellowship and share knowledge with other cemeterians from all areas of the state.
- Participate in discussion of operational problems common to public cemetery districts.
- Bring your questions and participate in group discussions of cemetery district problems and concerns.
- **Best Practices for Interviewing & Hiring (Do's & Don'ts):** In this presentation, we will discuss a number of guidelines and tips for successfully (and lawfully!) conducting your interviewing and hiring processes, from adopting good HR policies to developing post-hiring training programs that meet your agency's needs. We will discuss incorporating a task-based portion into the interview process when appropriate, the types of questions you should and shouldn't be asking candidates, and how to advertise to successfully fill positions.
- **Standard Operating Procedures & Check Lists:** This presentation will cover setting up for a funeral service. Opening and closing of a grave, proper tools and equipment needed. This will ensure that all cemetery crew can take charge when needed.

Location: The Education Seminar and Area Meeting will be held at the **Holiday Inn Capitol Plaza, Sacramento CA.** For hotel accommodations call (800) 465-4329 or the hotel directly at (916) 446-0100. Mention you are attending the CAPC Education Seminar/Area Meeting and use group code, **PCM**. A special room rate of **\$173.13** for single occupancy (Tax and (1) Breakfast Coupon included) or **\$196.37** for double occupancy (Tax and (2) Breakfast Coupons Included) has been provided. Check in-time is 3:00 p.m. and check-out time is 11:00 a.m. Parking Garage (adjacent to the hotel) is \$20.00 per day. Express Parking (in front of the hotel) is \$30.00 per day. Free Wi-Fi available.



Make your hotel reservations today

**Deadline for hotel reservations is
Sunday, September 10, 2023**

California Association of Public Cemeteries

**Presents the
CAPC
Annual
Education Seminar
Friday, October 6, 2023**



**Area Meeting
Saturday, October 7, 2023
Holiday Inn Capitol Plaza
300 J Street
Sacramento, CA 95814**