



**PERSONNEL COMMITTEE MEETING**  
**C.V. Starr Community Center**  
**300 S. Lincoln Street**  
**Fort Bragg, CA 95437**  
**Wednesday, May 11th, 2011**  
**9:00 a.m.**

**Meeting Minutes**

Harold Sipila called the meeting to order at 9:00 am. Director Cesar Yanez and Executive Director Jim Hurst were present. Also present was most of the administrative staff.

M/s/c Sipila -Yanez adoption of the Agenda.

There was no public comment.

There was no correspondence

**5.1 Consider Approval of Revised Job Description for C.V. Starr General Manager.**

Jim presented a job description for the General Manager of the Starr Center. He noted that he as the executive director has been relying on himself and administrative staff to manage the Starr Center, and that it has put undue responsibility and time on the staff. However, the role of executive director, with a general manager, would be greatly reduced and would not need to be a full-time position. Jim noted the analogy between what is being discussed for management of the botanical gardens and what he is proposing for the Starr Center. There was some discussion regarding District programs and the need for district-wide programs that does not exist, such as sports and fitness programs.

Jim reminded the committee that a year ago he noted that the job positions of the District Administrator and General Manager were combined and needed to be separated.

There was discussion with the consensus from the administrative staff that there is a need to restore staff salaries to prior to the reduction before considering a new position.

Jim responded by saying that he agrees with the fact that the administrative staff is doing an extraordinary job, and that is why he has separated the recruitment of this position on the agenda, because the timing for recruiting needs to be evaluated. Jim noted that while he supports the reinstatement of salaries and the creation of the Manager position, but that he can't guarantee the restoration will survive or that the District will even be able to survive financially beyond December.

Harold noted that the end-of-the year financials have us in the red at the end of the year. There is a need to continue to raise funds and look at a benefit assessment district. Harold said that he is in favor of giving back what staff has had taken from them but that we need to also raise funds for the Manager position.

**5.2 Recruitment of General Manager:** It was decided that the recruitment would be discussed at the next meeting.

**5.3 District Salary Schedule review:** Jim gave the committee a document that showed the budget with salary cuts and the funds needed to restore the cuts. Jim will recommend that the Board consider the restoration and that the budget reflect a \$60,000 increase in the salaries for 2011-12.

Jim said the preliminary budget will be ready for the Board meeting next Wednesday. Harold wants the budget to reflect the true nature of the operations of the facility, so that it reflects the January through June gap that the District continues to struggle with that keeps it operating on the edge.

Harold noted that the General Manager position is desirable, but that we do need to get the staff salaries back to the level they were prior to reductions.

M/s/c Sipila-Yanez to approve the job description of C.V. Starr Center General Manager.

The next meeting will be held on Wednesday May 25<sup>th</sup> at 9:00 am.

The meeting was adjourned at 10:00 am.

Respectfully Submitted,

Beth Pine  
Acting Secretary to the Board