



PERSONNEL COMMITTEE MEETING
C. V. Starr Community Center
300 S. Lincoln St
Fort Bragg, CA. 95437
Monday, July 31, 2023
11:00 A.M.

AGENDA

1.0. CALL TO ORDER

- Meeting called to order 11:09AM
- Board members present: Barbara Burkey, Angela Dominguez
- Staff present: Carly Wells

2.0 PUBLIC PARTICIPATION-NON AGENDA ITEMS

- Cally Dim from the Community Center of Mendocino asked about getting on a MCRPD meeting agenda. She was referred to come back to the Regular Meeting in August and make a formal request.
- Bob Rodriguez asked what the most profitable program was. Response from former District Administrator, Moneque Wooden was that there isn't one.

3.0 INFORMATION/DISCUSSION

3.1 Discussion of vacant positions.

- There are two job descriptions that are currently vacant: The District Administrator is currently vacant and the person filling in recently gave notice that they will be leaving the District. The Administrative Services Supervisor position will also be vacant.
- There was discussion about merging a few job descriptions to create one that would cover the duties needed in order for the District to continue.
- Wooden reminded the committee that there is also a need for the CVSCC operating agreement to be reviewed, as it is written it needs a District Administrator.
- There was discussion about the need to hire a bookkeeper.
- Direction was given to staff to set up two special board meetings.

4.0 ADJOURNMENT

- The meeting was adjourned at 12:10PM.