



PERSONNEL COMMITTEE MEETING
CV Starr Community Center
300 South Lincoln Street
Fort Bragg, CA. 95437
Wednesday, April 22, 2020
11:00 am

MINUTES

PLEASE TAKE NOTICE

DUE TO THE PROVISION OF THE GOVERNORS EXECUTIVE ORDERS N-25-20 WHICH SUSPEND CERTAIN REQUIREMENTS OF THE BROWN ACT, AND THE ORDER OF THE HEALTH OFFICER OF THE COUNTY OF MENDOCINO TO SHELTER IN PLACE TO MINIMIZE THE SPREAD OF COVID-19, THE MCRPD PERSONEL COMMITTEE WILL BE PARTICPATING BY TELECONFERENCE IN A MEETING SCHEDULED FOR APRIL 22, 2020.

In compliance with the Shelter -in-Place Orders of the County and State, this meeting will be closed to the public. The meeting will be accessible to the public via the following URL and sign in code.

- Join Zoom Meeting <https://zoom.us/j/753230252>
- The meeting ID: 753 230 252
- People who are calling in: Audio conferencing participant will need to call (415) 762-9988 or (646) 568-7788 and follow the verbal direction.

1.0. CALL TO ORDER

- Meeting called to order at 11:07am
- Board Members Present: Leslie Bates, Barbara Burkey

2.0 APPROVAL AND ADOPTION OF AGENDA

- The agenda was adopted with no changes.

3.0 PUBLIC PARTICIPATION, NON-AGENDA ITEMS

- None.

4.0 INFORMATION/DISCUSSION

4.1 Proposed Pay Range for the Position of Custodian

- Dan gave an overview of the proposed salary range for the position of Custodian.
- The committee recommends approval of the proposed salary range to the Board of Directors.

4.2 Proposed Job Description: Finance Officer

- Dan Keyes gave an overview of the proposed job description for Finance Officer.
- Burkey and Bates stated that the timing in bizarre, given the circumstances of COVID-19 however, it is the right thing to do and the committee recommends the proposed job description for the position of Finance Officer be approved by the Board of Directors.

5.0 CLOSED SESSION

4.1 PUBLIC EMPLOYMENT (pursuant to Government Code 54957)

Title: Public Employee Discipline/Dismissal/Release

- The committee entered closed session at 11:22am.
- Direction was given to staff.

6.0 ADJOURNMENT

- Meeting adjourned at 11:47am.