



PERSONNEL COMMITTEE MEETING
CV Starr Community Center
300 South Lincoln Street
Fort Bragg, CA. 95437
Wednesday, May 15, 2019
4:30 pm

MINUTES

1.0. CALL TO ORDER

- Meeting called to order at 4:31pm
- Board Members Present: Kirk Marshall, Leslie Bates

2.0 APPROVAL AND ADOPTION OF AGENDA

- The agenda was approved and adopted with no changes.

3.0 PUBLIC PARTICIPATION-NON AGENDA ITEMS

- None

4.0 INFORMATION/DISCUSSION

- 4.1 Review proposed job descriptions for the positions of: Administrative Services Coordinator, Administrative Services Supervisor, Maintenance Services Coordinator, Business Coordinator and Recreation Coordinator.
- Dan gave an overview of the proposed job descriptions.
 - Moneque Wooden and Carly Wells went over specific changes to the job descriptions.
 - Dan Keyes stated that the ranges for all coordinator positions should read \$16.47-\$21.85. Two of the job descriptions do not reflect that rate in the packet.
 - The Personnel Committee will recommend the job descriptions for approval at the June 2019 Regular Board of Directors Meeting.

5.0 ADJOURNMENT

Meeting adjourned at 4:56pm