



**PERSONNEL COMMITTEE MEETING  
REMOTE MEETING  
Wednesday, April 21, 2021  
3:30 PM**

**AGENDA**

**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 PERSONNEL COMMITTEE MEMBERS WILL BE PARTICIPATING BY TELECONFERENCE IN THE MCRPD PERSONNEL COMMITTEE MEETING SCHEDULED FOR APRIL 21, 2021

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.

URL:

<https://us02web.zoom.us/j/84147012573?pwd=QklEb0N4Q2pNSktMWGpyQUtkcXZ5Zz09>

- The meeting ID is: 841 4701 2573
- The meeting password is: 721280
- 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**

**2.0 ROLL CALL**

**3.0 PUBLIC PARTICIPATION NON-AGENDA ITEMS**

Public Comment regarding matters on the Personnel Committee Meeting Agenda be made by attendees at the teleconference meeting or may be made written and sent to Carly Wells, MCRPD/CVSCC Administrative Supervisor: [cwells@mcrpd.us](mailto:cwells@mcrpd.us) at any time prior to the scheduled meeting. Written comments may also be delivered by using the USPS to 300 S Lincoln St Fort Bragg CA 95437. All comments received prior and during the meeting will be read aloud. The Board is prohibited from discussion or acting on matters not on the agenda but may briefly respond or ask a question for clarification (Government Code 54954.2).

The District appreciates your patience and willingness to protect the health and wellness of our community. If you have any questions regarding this meeting, please contact the Administrative Supervisor by phone at (707) 964-9446 Ext. 106 or by email at [cwells@mcrpd.us](mailto:cwells@mcrpd.us).

## **INFORMATION/DISCUSSION**

- 3.1 Review Finance Officer Job Description
- 3.2 Review Job Description Recreation Instructor I
- 3.3 Review Job Description Recreation Instructor II
- 3.4 Review Salary Schedule with Step Increases

## **4.0 ADJOURNMENT**

### **NOTICE TO THE PUBLIC**

All disabled persons requesting disability related modifications for accommodations including auxiliary aids or service may make such a request in order to ensure full participation in a MCRPD public meeting. Such a request should be made to Moneque Wooden, District Business Manager, 300 South Lincoln St., Fort Bragg, CA 95437.

*PLEASE NOTE:* At least 48 hours in advance of standing committee meetings, agendas are posted at the District Office, C. V. Starr Community Center, 300 South Lincoln Street, Fort Bragg, California and at [mendocoastrec.org](http://mendocoastrec.org); and emailed to individuals upon request and to the Fort Bragg Advocate and Mendocino Beacon.