



MENDOCINO COUNTY TOURISM COMMISSION, INC.

Personnel Committee Agenda DATE: Wednesday, September 26, 2018 TIME: 12:00 PM

PLACE: 105 W. Clay Street Ukiah CA 95482

CALL-IN: Redwood Empire Fair Grounds, 1055 N State St, Ukiah, CA 95482

*Please note: To abide by the Brown Act, call-in locations must be listed on the agenda. If anyone from the public is calling in during the meeting, it must be done at the posted locations above.

I. CALL TO ORDER

II. ROLL CALL

a. Board Member	Attendance Status	Title
John Kuhry	<input type="checkbox"/> Present <input type="checkbox"/> Absent	Chair
Jennifer Seward	<input type="checkbox"/> Present <input type="checkbox"/> Absent	Treasurer/Arts Organization/Attractions
Jo Bradley	<input type="checkbox"/> Present <input type="checkbox"/> Absent	Secretary/Coastal Medium Lodging Operator
b. Staff Member	Attendance Status	Title
Travis Scott	<input type="checkbox"/> Present <input type="checkbox"/> Absent	Executive Director
Emily Saengarun	<input type="checkbox"/> Present <input type="checkbox"/> Absent	Administrative Services Manager
c. Introduction of Guests		

III. CHAIR’S COMMENTS

IV. PUBLIC COMMENT ON NON-AGENDA ITEMS

Brown Act Requirements: Pursuant to the Brown Act, the Board cannot discuss issues or take action on any requests during the comment period.

V. APPROVE MINUTES FROM 8.29.2018 Discussion Possible Action
a. none available

VI. Executive Director 90 Day Review Discussion Possible Action

VII. Review/possibly approve Executive Director bonus structure Discussion Possible Action

VIII. Review/possibly approve new job descriptions Discussion Possible Action

IX. Review/possible action of Sales Manager from .8 to 1.0 Discussion Possible Action

X. Review/possibly approve proposal from Sales Manager for Assistant Discussion Possible Action

XI. General staffing update Discussion

XII. SET NEXT MEETING

XIII. ADJOURN