



MENDOCINO COUNTY TOURISM COMMISSION, INC.

PERSONNEL COMMITTEE MINUTES

DATE: Tuesday, March 22, 2016

TIME: 2:00 PM

PLACE: Mendocino County Tourism Commission, 345 N. Franklin St., Fort Bragg, CA 95437

Call In Number: 1-605-475-5950 **Access Code:** 694806

Guests: Richard Strom, Donna Hannaford, Jodi Smith (minute taker)

- I. CALL TO ORDER--The Chair called the meeting to order at 2:20 PM.
- II. ROLL CALL--John Kuhry (phone-in), Jo Bradley
- III. PUBLIC COMMENT--None given.
- IV. APPROVE MINUTES FROM FEBRUARY 25TH MEETING--Minutes were approved (2-0) with the inclusion of item IV: "REVIEW OF POLICY MANUAL".

Old Business:

- V. UPDATE ON CURRENT EXECUTIVE DIRECTOR SEARCH—None given.

New Business:

- VI. REVIEW CURRENT JOB DESCRIPTIONS AND PERFORMANCE MEASURES—The Committee reviewed staff and contractor roles. They tasked the Office Manager to request self-evaluation type descriptions of what each employee believes his/her role to be, whether it's changed over time or not, what they are doing outside that, and how they measure success in the bigger picture in relation to the job description in which they were hired under. The Committee would like more employee focus on partner relations and internal public relations.
- VII. SEARCHWIDE ED POSITION MARKETING DOCUMENT—The Committee was asked to review the Position Overview draft and create a job description for the ED role. The Committee included minor corrections on punctuation and tasked the BID Advisory Board with providing a one sentence description of how the ED interacts with the BID.
- VIII. NEXT MEETING DATE—Next meeting to be determined by Doodle Poll.
- IX. ADJOURN—The meeting was adjourned at 3:58 PM.