



**MENDOCINO COUNTY TOURISM COMMISSION, INC.**

**PERSONNEL COMMITTEE AGENDA**

The Personnel Committee shall be composed of a total of three (3) Directors and shall be chaired by the Chair of the Board. The Executive or its designee of the Corporation shall attend all Personnel Committee meetings as a non-voting member to provide staff support. The Committee shall be responsible for evaluating the performance of the Executive, and, upon request, assisting the Executive in determining the Corporation's staffing needs, and in creating job descriptions and determining compensation for all staff. - *bylaws, Article 6, Section 6.1, (d) (ii)*

**DATE:** Wednesday, April 20, 2016

**TIME:** 1:00 PM

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

**CALL-IN:** Mendocino County Tourism Commission, 390 W. Standley St., Ukiah CA 95482

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

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENT

IV. APPROVE MINUTES FROM APRIL 05 MEETING

**Old Business:**

V. UPDATE ON CURRENT EXECUTIVE DIRECTOR SEARCH

**New Business:**

VI. REVIEW EMPLOYEE HANDBOOK

VII. NEXT MEETING DATE

VIII. ADJOURN