



**MENDOCINO COUNTY TOURISM COMMISSION, INC.**

**PERSONNEL COMMITTEE AGENDA CLOSED SESSION**

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: November 14, 2017**

**TIME: 11:00 AM to 12:00 Noon**

**PLACE: Redwood Empire Fair Offices, 1055 N. State St., Ukiah CA**

**CALL IN LOCATION: None**

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENT

IV. **ACTION ITEM:** Approve VMC Employee Handbook

V. **ACTION ITEM:** Approve VMC Whistleblower Policy

VI. **ACTION ITEM:** Approve VMC Injury and Illness Prevention Program Policy

VII. **ACTION ITEM:** Approve VMC Grievance Policy

VIII. NEXT MEETING DATE

IX. ADJOURN