

TO: MCHCD Board of Directors
FROM: Susan Savage & Jade Tippett
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REPORT

The Ad Hoc committee tasked with exploring office and staff needs is continuing to explore further the following in consultation with the City of Fort Bragg:

- Full costs including salary, benefits, and any salary-driven costs of a full-time vs part-time staff position
- Development of an appropriate job description for either full or part time.
- Development of a timeline for having a hire in place at the beginning of the 2023-24 fiscal year
- Development of all policies needed for proceeding with hiring
- Development of any policies needed once the hire is in place
- Examination of existing office space to determine needs for a functional office.

The committee is interested, pending determination of full costs, in a full-time position with an emphasis on support for the fiscal affairs of the district, with additional support provided for office/clerical needs of the Board.