

TO: MCHCD Board

FROM: Susan Savage, Ad Hoc committee on staffing

DATE: July 24, 2023

RE: Critical Questions to be Determined ASAP

In order to proceed with hiring staff for the District, here are some initial questions, not necessarily in sequence order, to be discussed and direction determined ASAP:

- What is the nature(s) of the position(s) we would be interested in hiring? Administrative, clerical, combination? Part-time, Full time?
- What would be the job description(s) of the positions we'd like? How would those be developed?
- What would be our advertising and hiring process and timeline?
- What amendments to the Bylaws if any would be necessary to accomplish this?
- What office space would be used to house staff? Would we use our existing space or locate another?
- What would be needed to make the office functional?
- What is the approximate budget we can expect to spend? Are there funds available to cover this?
- Is it helpful for a reconstituted staffing ad hoc committee to make recommendations to the Board for their approval or amendment on these issues, or does this need to be discussed, answered and developed by the full Board?