

Mission Hills Community Services District

1550 E Burton Mesa Blvd., Lompoc CA 93436-2100

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Directors:

Steve Dietrich
Walter Fasold
Myron Heavin
James Mac Kenzie
Bruce Nix

M-I-N-U-T-E-S **Personnel Committee Meeting** **February 13, 2017**

The Personnel Committee of the Board of Directors of the Mission Hills Community Services District was called to order by Casey Fowler at 9:30 am on Monday, February 13, 2017 at the District Meeting Room, 1550 East Burton Mesa Boulevard, Lompoc, California.

DIRECTORS PRESENT: By roll call: Myron Heavin and Bruce Nix

DIRECTORS ABSENT: None

STAFF PRESENT: Michael Riley, Melissa Crouthers, and Casey Fowler

2. **PUBLIC COMMENT:** No community members present

3. **PERSONNEL DISCUSSION:**

District Accountant Crouthers distributed a Succession Planning article and discussed the importance of starting this now within the District in the event of retirement. The budget implications of possible retirement were discussed as well as the Committees plans on how staff should proceed with this budget cycle. It was recommended that the budget has an estimated average for a headhunting company, research on how long of an overlap with a new General Manager and existing, and to distribute the same informational package to the entire Board at the end of the next Regular Meeting. Once the Board has had time to review the documents a meeting will be called to go over details of expectations, job descriptions ...

3. **ADJOURNMENT:**

There being no further business to come before the Committee the meeting was adjourned at 10:17 am.

Respectfully Submitted,

Casey Fowler
Secretary, Board of Directors