

HUMAN RESOURCES ADVISORY COMMITTEE

Regular Meeting June 18, 2019 – 9:00 a.m.

Daytona Beach Area Convention & Visitors Bureau, 126 East Orange Avenue, Daytona Beach, FL 32114

SUMMARY MINUTES

These minutes reflect a summarized view of the meeting.

Committee Present:

Samir Naran, Steve Farley and John Phillips

Committee Absent:

None

Staff Present:

Lori Campbell Baker, Chuck Grimes and Christy Zimmerman

Others Present:

Linda Bowers

1) Call to Order

Chair Samir Naran called the meeting to order at 9:03 a.m. Roll call was taken by Christy Zimmerman.

2) Approval of Minutes

John Phillips made a motion to approve the minutes from the June 4, 2018 meeting.

JOHN PHILLIPS MADE A MOTION TO APPROVE THE JUNE 4, 2019 MINUTES AS PRESENTED. STEVE FARLEY SECONDED THE MOTION. MOTION PASSED 3-0.

3) Unfinished Business

a. Job Description Changes

Chuck Grimes reported on the executive operations coordinator job description, which now includes changes discussed by the committee to the environmental conditions section. The changes were made and submitted to AUE for review. AUE approved the changes.

STEVE FARLEY MADE A MOTION TO APPROVE THE EXECUTIVE OPERATIONS COORDINATOR JOB DESCRIPTION AS PRESENTED. JOHN PHILLIPS SECONDED THE MOTION. MOTION PASSED 3-0.

Samir Naran stated that he believes that AUE's changes to the job description wording, as discussed, would not absolve HAAA or the CVB from being sued.

Grimes reviewed the other open Group Sales job descriptions with the committee. Each will have the environmental conditions added. Grimes informed the committee that after AUE approves the job descriptions, the positions will be posted on the CVB website and other portals, and interviews will start.

b. Employee Handbook

Grimes reported that he submitted the committee's changes from the last meeting to AUE for approval, and that AUE accepted the changes and added some modifications. The committee reviewed AUE's changes.

STEVE FARLEY MADE A MOTION TO APPROVE THE EMPLOYEE HANDBOOK AS PRESENTED. JOHN PHILLIPS SECONDED THE MOTION. MOTION PASSED 3-0.

4) Unfinished Business

Grimes shared a list of AUE Training that is offered to the CVB supervisors and staff. Campbell Baker added that Grimes is the liaison with AUE and he will be coordinating the training schedule. Naran suggested following up with AUE every six months for additional training opportunities.

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Campbell Baker added that we are also coordinating with the Daytona Regional Chamber of Commerce to hold an Active Shooter Training for staff.

5) New Business

None

6) Public Participation

There was no public participation.

There being no further business, Naran adjourned the meeting at 10:04 a.m.

**Respectfully Submitted,
Christy Zimmerman
Executive Assistant**