

HUMAN RESOURCES ADVISORY COMMITTEE

Regular Meeting June 4, 2019 – 9:00 a.m.

Daytona Regional Chamber of Commerce at 126 East Orange Avenue, Daytona Beach 32114

SUMMARY MINUTES

These minutes reflect a summarized view of the meeting.

Committee Present:

Samir Naran and John Phillips

Committee Absent:

Steve Farley

Staff Present:

Lori Campbell Baker, Chuck Grimes and Christy Zimmerman

Others Present:

Brian Rothwell and Bob Davis

Call to Order

Chair Samir Naran called the meeting to order at 9:06 a.m. Roll call was taken by Christy Zimmerman.

1) Approval of Minutes

John Phillips made a motion to approve the minutes from the March 5, 2018 meeting with the following clarification:

- All employees have been paid on time through AUE.
- It has been determined that AUE is properly charging the Halifax Area Advertising Authority.

JOHN PHILLIP MADE A MOTION TO APPROVE THE MARCH 5, 2019 MINUTES AS PRESENTED WITH CLARIFICATIONS. SAMIR NARAN SECONDED THE MOTION. MOTION PASSED 2-0.

2) Unfinished Business

None

3) New Business

a) Staff positions

Chuck Grimes reported that, per the May 20 HAAA Board meeting, we are looking into a new Executive Operations Coordinator position to assist the Executive Director in an operations role.

Samir Naran asked in the HAAA Board meeting did we get an approved salary range on this position, Campbell Baker replied yes we had approximately \$55K available if we wanted to hire in this fiscal year. John Phillips asked if that number included benefits. Campbell Baker replied that this was just the salary number. She said that Grimes will be calculating the numbers, and that we have three open positions for which we'll be reviewing job descriptions based on current needs.

Grimes asked that the committee review the operations job description. He said the job description has been sent to AUE for review, and that as of that morning, the CVB was awaiting input.

Naran added that he sees a good return on investment with this operations position, and recommend that Lori Campbell Baker provide a good understanding of what her duties will be with this new position supporting her.

The committee discussed the requirements of the physical and environmental conditions contained in the job description. They requested the job description and their comments/concerns be sent to AUE for review and recommendations.

Volusia County's Brian Rothwell asked if the CVB would be sending the new job description to County HR for review. CVB staff agreed forward it to County with AUE's input.

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JOHN PHILLIPS MADE A MOTION TO APPROVE THE JOB DESCRIPTION AS WRITTEN AND PRESENTED AND WILL HAVE AUE REEVALUATE THE ENVIRONMENT & PHYSICAL REQRUMENTS AND HAVE THE HR COMMITTEE COME BACK ON JUNE 18, 2019 TO REVIEW THE CHANGES. SAMIR NARAN SECONDED THE MOTION. MOTION PASSED 2-0.

b) Employee Handbook Update

Grimes reported that some of the CVB staff's suggested changes to the Employee Handbook are simply grammatical. Naran brought up that the suggested verbiage change from 180 days to 90 days may be in reference to insurance. Grimes said that he would follow-up with AUE and confirm this.

Naran asked if the Employee Handbook is the same as the others within the County. Campbell Baker replied that it mirrors the HAAA Board's Policies & Procedures.

Naran said that, to Bob Davis' point, it's best to make the handbook smaller and to have a lawyer look at it. He suggested that, for now, the committee leave it to AUE and their recommendations.

Campbell Baker added that we would bring AUE's input to the July 17 HAAA Board meeting for approval.

JOHN PHILLIP MADE A MOTION TO SUBMIT THE REVISED EMPLOYEE HANDBOOK AS PRESENTED TO AUE FOR THEIR FORMAL EVALUATIONS. SAMIR NARAN SECONDED THE MOTION. MOTION PASSED 2-0.

4) Public Participation

There was no public participation.

There being no further business, Naran adjourned the meeting at 10:08 a.m.

**Respectfully Submitted,
Christy Zimmerman
Executive Assistant**