



119 Adkisson Way Taft, CA 93268 (661) 765-7234

PERSONNEL COMMITTEE MEETING

Wednesday, April 5, 2023 at 2:00 pm

1. CALL TO ORDER

The meeting was called the meeting to order at 2:15pm. Those present were:

| | |
|--------------|--------------------|
| Adele Ward | Vice President |
| Jan Ashley | Board Member |
| Ryan Shultz | Executive Director |
| Robyn Melton | Clerk of the Board |

2. PUBLIC INPUT

None

3. REVIEW/APPROVE EMPLOYEE HANDBOOK UPDATES AND REVISIONS

The Employee Handbook was reorganized, sections regarding dress code, tardiness and social media were updated. The Personnel Committee approved the changes to the Employee Handbook. Each employee will receive an electronic copy of the handbook, and will be required to sign a new acknowledgement page. The new handbook guidelines go into effect on May 1, 2023.

5. COMMITTEE MEMBER INPUT

None

6. CLOSED SESSION

The Committee did not enter into Closed Session.

7. ADJOURNMENT

Being no further business, a Motion was made to Adjourn. The meeting was adjourned at 3:51pm.

Respectfully Submitted:

Adele Ward, Committee Member