DRAFT Minutes, January 24, 2016, 3:00-4:30 p.m.

Julie Potter, Chair; Laura Hill-Eubanks; Bonnie Waninger, Executive Director, Tina Ruth, Secretary

Chair Julie Potter called the meeting to order at 3:05 p.m.

No members of the public attended, so there were no comments.

We amended the agenda to add an update from the Executive Director on the search for a new Office and Grants Manager to succeed Laurie Emery.

On motion of Laura, seconded by Julie, the minutes of the December 18, 2015 meeting were approved. Tina could not attend that meeting and abstained.

We reviewed the draft job descriptions for Commission employees, starting with the Major Areas of Work through the Assistant Planner. Bonnie took our comments and will revise those drafts accordingly.

Bonnie reported on the search for a new Office and Grants Manager to succeed Laurie Emery on her retirement. The position was advertised in several local publications, several people have applied, including some who appear to be very qualified.

We agreed to meet again on Monday, February 22, 2016, at 3:00 p.m., to continue of the review of the drat job descriptions starting with the Planner.

Respectfully submitted, Tina Ruth, Secretary

1.24.16