



## EXECUTIVE COMMITTEE

**SUMMARY REPORT**  
**Friday, January 11, 2019**  
**1:00 p.m.**

Action/Request	Person Responsible	Finance	BOD
<b>1. UNFINISHED BUSINESS: Career Fair</b> The Committee concurred to support the Executive Director's spending authority to initiate the required purchases, in accordance with established goals of the Board to "Attract and Retain Quality Employees".	Executive Director		
<b>2. UNFINISHED BUSINESS: Amend Job Description – Section Editor/Staff Writer</b> The Committee moved to approve the amended Editor/Copy Writer/Page Designer job description, as presented.	Human Resources Director		
<b>3. STAFF REPORTS: Human Resources Director</b> The Committee concurred with staff's recommendation to reassign the Safety/Emergency Coordinator to the supervision of the Security Services Director.	Human Resources Director		