

# EXECUTIVE COMMITTEE AGENDA

Date: June 19, 2025

Time: 8:00 am

Place: Downstairs Hotel Diamond

## Call to Order – Greg Scott, President

### 1.0 Action Items

- 1.1 Formally approved **DCBA HR Policy**.  
**Action:** M/S to approved DCBA HR Policy and file.
- 1.2 Approve minutes of the May 19, 2025 **Special Meeting** of the Executive Committee. **Action:** M/S to approve May 19, 2025 Meetings
- 1.3 Mid-Year **Financial Review Report**, Nicole Johnston, Treasurer  
**Action:** Review, discuss, recommendation changes, M/S to move report to July full Board meeting. Upon approval of the Board send Mid-Year Adjusted budget with cover letter to City.

### 2.0 President's Report

- 1) Plaza Cleaning
- 2) Assessment Process
- 3) Allison Boyer's 30-day Review
- 4) Other items of importance

### 3.0 General Manager's Report

- 1) Organization
  - Staffing – Position Recruitment
  - Team Building
  - Incident Report Initiated
  - Financial – Sponsorships, Coordination with Martha, transition with Audrey
  - Assessment Scheduling
- 2) Marketing
  - Business Meet-Up with Sgt Bailey
- 3) Events
  - FNC – Bartenders, more publicity
  - Slice of Chico
  - Coordination with Debbie on Fall Events



## DCBA Board of Directors

Greg Scott, President  
Nick Andrew, 1st VP  
Shari Anderson, 2nd VP  
Mary Hartley, Secretary  
Nicole Johnston, Treasurer  
Nicole Hill, Chair Marketing Committee  
Thomas Hightower  
Michael Lee  
Pat Macias  
Ian Macmillan  
Anika Burke Rodriguez  
David Selkirk  
Steven Stull  
Linda Zorn

### ADVISORS

Chamber  
Nichole Farley, EBC  
Megan Kurtz, Chico State  
Brendan Narayan, PGE  
Luis Moreno, 3CORE

### CITY OF CHICO

Dale Bennett, Chico City Council  
Sgt. Nick Bailey, Chico Police Dept  
Bonnie Pipkin, Chico Arts Commission

### Downtown Welcome Center

338 Broadway  
PO Box 3098  
Chico, Ca 95927

#### 4) Placemaking

- Unveiling of New COBA Boards, jun 26

### **7.0 New Business**

### **8.0 Adjournment**

# 2025 MID-YEAR BUDGET REPORT

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TO: Executive Committee

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FROM: Finance Committee

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DATE: June 16, 2025

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SUBJECT: Finance Committee Report & Recommendations

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## Background

As policy, the DCBA Finance Committee meets mid-year to review year-to-date income and expenses against budget. The Finance Committee reports to the Executive Committee any changes to the budget and areas that need to be watched/improved.

After the Executive Committee reviews, the report and any changes to the budget should be moved to the full Board for adoption in July 2025. After approval by the Board the budget should be submitted to the City of Chico.

## Budget Adjustments & Areas to Watch

Mid-year adjusted budget is attached with the following recommended adjustments and recommendations

### INCOME

- 1) **Recommendation: Increase line item Annual Meeting budget to \$25,000.**  
TriCounties Bank is partnering with DCBA for both 50<sup>th</sup> Year Celebration. TCBK has contributed \$25,000 after the budget was approved. Those funds are booked in line item Annual Meeting without an off-setting budget.
- 2) **Recommendation: Include a budget of \$2500 for Plaza Activation.** The plaza initiative began after the budget was approved. Monies have been received.
- 3) **Sponsorship (Ads)/Donors Concern** – there budget relies on additional \$58,000 to be raised (\$40,000 currently booked).
- 4) **Christmas Preview**, DCBA largest attended event, should have a stretch goal for sponsorship of \$10,000 vs. \$6,800, this can be accomplished with early sponsorship raise for the event.
- 5) **Friday Night Concert Income** should be tracked closely, i.e. beer sales to make budget. Be good to secure one more sponsor.
- 6) **Operational policy** should be to have event sponsorship Pledges 90 days before event and payment 30 days before event, to reduce 45 and 60-day payments after events and last minute fundraising. Next year goal should be to have 75% of the sponsorship pledges booked by end of Q1.

### EXPENSES

- 1) **Contract Services** – with recent staffing changes this line is reduced and the budget moved to wages.

- 2) **Recommend adding \$900 to line item Friday Night Concert** – bands have cost more to get them to play in the Plaza.
- 3) **Recommend adding \$25,000 to line item annual meeting.** Offsetting expense to 50<sup>th</sup> Anniversary Celebration and income received.
- 4) **Move expenditure in printing/copies to Coastal Business System (booked to wrong line item).** Keep printing/copy budget for any assessment cost and reimbursements to city for ballots.
- 5) **Question expenditures with Vyable.** Ask Greg and Allie to speak with Vyable, the cost is double what they had proposed in the pitch when the account was switch and the system is still not fully operational.
- 6) **Questions for Martha,** clarification on subscriptions with Quick Books Payroll and Constant Contact.

#### **OPERATING INCOME, EXPENSE AND NET PROFIT BUDGET PROJECTION**

- 1) January Total Revenue all sources \$465,500
  - a. Mid Year Review \$483,500
- 2) January Total All Expenditures \$442,485
  - a. Mid year Review \$467,385
- 3) January Net Revenue \$14,015
  - a. Mid year Review \$16,115 **net increase**

#### **NOTES:**

- Caution when reading the profit and loss statement income in many event categories is income invoiced in 2024 and received in 2025.
- Ad sponsorships and ticket sales at key fall events are critical. It is the finance committee's understanding that Debbie Moseley will be assisting with the ad sponsorships for these events which will assist Allie this year, but should look at how to have a part-time person do ad/event sponsorships and donor sponsorships next year.
- **Reserve** – the budget does not have project a reserve account. January 2026 will be the last payment from the City of Chico, **2026 budget and cash flow will have to be closely watched.**

| DCBA 2025 Budget Mid-Year Review & Recommendations | Approved 2025 Budget | Recommended Mid-Year Adjustment |
|----------------------------------------------------|----------------------|---------------------------------|
| <b>REVENUE</b>                                     |                      |                                 |
| <b>DIRECT PUBLIC SUPPORT</b>                       |                      |                                 |
| City of Chico - Member Assess                      | 25,000.00            | 25,000.00                       |
| City of Chico-Planters                             | 8,000.00             | 8,000.00                        |
| City of Chico-Rebuilding Fund                      | 140,800.00           | 140,800.00                      |
| <b>Total DIRECT PUBLIC SUPPORT</b>                 | <b>\$ 173,800.00</b> | <b>\$ 173,800.00</b>            |
| <b>Discounts/Refunds Given</b>                     |                      |                                 |
|                                                    |                      |                                 |
| <b>DOWNTOWN EVENTS - INCOME</b>                    |                      |                                 |
| <b>Art &amp; Wine Walk (AWW)</b>                   |                      |                                 |
| AWW Operations                                     | 15,000.00            | 15,000.00                       |
| AWW Sponsors                                       | 14,250.00            | 14,250.00                       |
| <b>Total Art Wine Walk (AWW)</b>                   | <b>\$ 29,250.00</b>  | <b>\$ 29,250.00</b>             |
| <b>Artober Fest (AF)</b>                           |                      |                                 |
| AF Booth Rental/App                                | 1,500.00             | 1,500.00                        |
| AF Operations                                      | 0.00                 | 0.00                            |
| AF Sponsors                                        | 5,000.00             | 5,000.00                        |
| <b>Total Artober Fest (AF)</b>                     | <b>\$ 6,500.00</b>   | <b>\$ 6,500.00</b>              |
| <b>Christmas Preview (CP)</b>                      |                      |                                 |
| CP Booth Rental/App                                | 1,100.00             | 1,100.00                        |
| CP Sponsors                                        | 6,800.00             | 6,800.00                        |
| <b>Total Christmas Preview (CP)</b>                | <b>\$ 7,900.00</b>   | <b>\$ 7,900.00</b>              |
| <b>Community Tree Lighting (CTL)</b>               |                      |                                 |
| CTL Booth Rental/App                               | 100.00               | 100.00                          |
| CTL Sponsors                                       | 6,350.00             | 6,350.00                        |
| <b>Total Tree Lighting (CTL)</b>                   | <b>\$ 6,450.00</b>   | <b>\$ 6,450.00</b>              |
| <b>Friday Night Concert (FNC)</b>                  |                      |                                 |
| FNC Operations                                     | 3,300.00             | 3,300.00                        |
| FNC Sponsors                                       | 8,250.00             | 8,250.00                        |
| <b>Total Friday Night Concert (FNC)</b>            | <b>\$ 11,550.00</b>  | <b>\$ 11,550.00</b>             |
| <b>Harvest Sidewalk Sale (HSS)</b>                 |                      |                                 |
| HSS Sponsors                                       | 0.00                 | 0.00                            |
| <b>Total Harvest Sidewalk Sale (HSS)</b>           | <b>\$ 0.00</b>       | <b>\$ 0.00</b>                  |
| <b>Slice Of Chico (SOC)</b>                        |                      |                                 |
| SOC Sponsors                                       | 2,500.00             | 2,500.00                        |
| <b>Total Slice Of Chico (SOC)</b>                  | <b>\$ 2,500.00</b>   | <b>\$ 2,500.00</b>              |
| <b>Small Business Saturday (SBS)</b>               |                      |                                 |

|                                       |                      |                      |
|---------------------------------------|----------------------|----------------------|
| SBS Booth Rental/App                  | 0.00                 | 0.00                 |
| SBS Operations                        | 0.00                 | 0.00                 |
| SBS Sponsors                          | 4,100.00             | 4,100.00             |
| Total Small Business Saturday (SBS)   | <b>\$ 4,100.00</b>   | <b>\$ 4,100.00</b>   |
| <b>Taste of Downtown</b>              |                      |                      |
| TOD Operations                        | 41,000.00            | 41,000.00            |
| TOD Sponsors                          | 5,000.00             | 5,000.00             |
| Total Taste of Downtown               | <b>\$ 46,000.00</b>  | <b>\$ 46,000.00</b>  |
| <b>Thursday Night Market (TNM)</b>    |                      |                      |
| TNM Booth Rental/App                  | 120,000.00           | 120,000.00           |
| TNM Operations                        | 600.00               | 600.00               |
| TNM Sponsors                          | 9,500.00             | 9,500.00             |
| Young Entrepreneur Initiative (YEI)   |                      |                      |
| Total Thursday Night Market (TNM)     | <b>\$ 130,100.00</b> | <b>\$ 130,100.00</b> |
| <b>Treat Street (TS)</b>              |                      |                      |
| TS Booth Rental/App                   |                      |                      |
| TS Sponsors                           | 1,350.00             | 1,350.00             |
| Total Treat Street (TS)               | <b>\$ 1,350.00</b>   | <b>\$ 1,350.00</b>   |
| <b>TOTAL DOWNTOWN EVENTS - INCOME</b> | <b>\$ 245,700.00</b> | <b>\$ 245,700.00</b> |
| <b>OPERATIONS INCOME</b>              |                      |                      |
| Annual Meeting Income                 | 500.00               | 25,000.00            |
| Donors                                | 15,000.00            | 15,000.00            |
| Plaza                                 |                      | 2,500.00             |
| Total OPERATIONS INCOME               | <b>\$ 15,500.00</b>  | <b>\$ 42,500.00</b>  |
| <b>PROGRAM INCOME</b>                 |                      |                      |
| Initiatives Income                    |                      |                      |
| Sponsors                              | 15,000.00            | 15,000.00            |
| Website Sponsors                      | 5,000.00             | 5,000.00             |
| Total PROGRAM INCOME                  | <b>\$ 20,000.00</b>  | <b>\$ 20,000.00</b>  |
| Sales of Product Revenue              | 1,500.00             | 1,500.00             |
| Unapplied Cash Payment Revenue        | 0.00                 | 0.00                 |
| <b>TOTAL REVENUE-ALL SOURCES</b>      | <b>\$ 456,500.00</b> | <b>\$ 483,500.00</b> |
| <b>EXPENDITURES</b>                   |                      |                      |
| <b>CONTRACT SERVICES</b>              |                      |                      |
| Accounting                            | 3,500.00             | 3,500.00             |
| Bookkeeping                           | 14,000.00            | 14,000.00            |
| Consultants                           | 70,000.00            | 58,660.00            |

|                                  |                     |                     |
|----------------------------------|---------------------|---------------------|
| Security Staff                   | 1,000.00            | 1,000.00            |
| Total CONTRACT SERVICES          | <b>\$ 88,500.00</b> | <b>\$ 77,160.00</b> |
| <b>DOWNTOWN EVENTS - EXPENSE</b> |                     |                     |
| <b>Art &amp; Wine Walk</b>       |                     |                     |
| Advertising (AWW)                | 3,426.00            | 3,426.00            |
| Other (AWW)                      | 8,500.00            | 8,500.00            |
| Permits/Fees/Licenses (AWW)      | 960.00              | 960.00              |
| Total Art & Wine Walk            | <b>\$ 12,886.00</b> | <b>\$ 12,886.00</b> |
| <b>Artober Fest</b>              |                     |                     |
| Advertising (AF)                 | 2,395.00            | 2,395.00            |
| Event Contract Services (AF)     | 2,107.00            | 2,107.00            |
| Other (AF)                       | 100.00              | 100.00              |
| Total Artober Fest               | <b>\$ 4,602.00</b>  | <b>\$ 4,602.00</b>  |
| <b>Christmas Preview</b>         |                     |                     |
| Advertising (CP)                 | 678.00              | 678.00              |
| Event Contract Services (CP)     | 1,034.00            | 1,034.00            |
| Other (CP)                       | 280.00              | 280.00              |
| Total Christmas Preview          | <b>\$ 1,992.00</b>  | <b>\$ 1,992.00</b>  |
| <b>Community Tree Lighting</b>   |                     |                     |
| Advertising (CTL)                | 1,266.00            | 1,266.00            |
| Event Contract Services (CTL)    | 1,250.00            | 1,250.00            |
| Other (CTL)                      | 0.00                | 0.00                |
| Permits/Fees/Licenses (CTL)      | 539.00              | 539.00              |
| Total Community Tree Lighting    | <b>\$ 3,055.00</b>  | <b>\$ 3,055.00</b>  |
| <b>Events Expense Other</b>      | 5,000.00            | 5,000.00            |
| <b>Friday Night Concert</b>      |                     |                     |
| Advertising (FNC)                | 3,700.00            | 3,700.00            |
| Event Contract Services (FNC)    | 6,000.00            | 6,900.00            |
| Other (FNC)                      | 850.00              | 850.00              |
| Permits/Fees/Licenses (FNC)      | 600.00              | 600.00              |
| Total Friday Night Concert       | <b>\$ 11,150.00</b> | <b>\$ 12,050.00</b> |
| <b>Harvest Sidewalk Sale</b>     |                     |                     |
| Advertising (HSS)                | 786.00              | 786.00              |
| Event Contract Services (HSS)    | 100.00              | 100.00              |
| Other (HSS)                      |                     |                     |
| Total Harvest Sidewalk Sale      | <b>\$ 886.00</b>    | <b>\$ 886.00</b>    |
| <b>Slice Of Chico</b>            |                     |                     |
| Advertising (SOC)                | 1,950.00            | 1,950.00            |

|                                      |                     |                     |
|--------------------------------------|---------------------|---------------------|
| Event Contract Services (SOC)        | 400.00              | 400.00              |
| Other (SOC)                          | 300.00              | 300.00              |
| Permits/Fees/Licenses (SOC)          | 262.00              | 262.00              |
| Total Slice Of Chico                 | <b>\$ 2,912.00</b>  | <b>\$ 2,912.00</b>  |
| <b>Small Business Saturday</b>       |                     |                     |
| Advertising (SBS)                    | 2,000.00            | 2,000.00            |
| Event Contract Services (SBS)        | 100.00              | 100.00              |
| Permits/Fees/Licenses (SBS)          | 133.00              | 133.00              |
| Total Small Business Saturday        | <b>\$ 2,233.00</b>  | <b>\$ 2,233.00</b>  |
| <b>Taste of Downtown</b>             |                     |                     |
| Advertising (TOD)                    | 3,550.00            | 3,550.00            |
| Event Contract Services (TOD)        | 1,700.00            | 1,700.00            |
| Other (TOD)                          | 500.00              | 500.00              |
| Permits/Fees/Licenses (TOD)          | 444.00              | 444.00              |
| Restaurant Reimbursement             | 13,100.00           | 13,100.00           |
| Total Taste of Downtown              | <b>\$ 19,294.00</b> | <b>\$ 19,294.00</b> |
| <b>Thursday Night Market</b>         |                     |                     |
| Advertising (TNM)                    | 7,500.00            | 7,500.00            |
| Event Contract Services (TNM)        | 1,725.00            | 1,725.00            |
| Other (TNM)                          | 3,000.00            | 3,000.00            |
| Permits/Fees/Licenses (TNM)          | 630.00              | 630.00              |
| Young Entrepreneur Initiative (YEI)  |                     |                     |
| Total Thursday Night Market          | <b>\$ 12,855.00</b> | <b>\$ 12,855.00</b> |
| <b>Treat Street</b>                  |                     |                     |
| Advertising (TS)                     |                     |                     |
| Event Contract Services (TS)         | 150.00              | 150.00              |
| Other (TS)                           | 500.00              | 500.00              |
| Total Treat Street                   | <b>\$ 650.00</b>    | <b>\$ 650.00</b>    |
| <b>TOTAL DOWNTOWN EVENTS EXPENSE</b> | <b>\$ 77,515.00</b> | <b>\$ 78,415.00</b> |
| <b>FACILITIES AND EQUIPMENT</b>      |                     |                     |
| Repairs & Maintenance                | 1,000.00            | 1,000.00            |
| Storage Rental                       | 0.00                | 0.00                |
| Transportation                       | 1,500.00            | 1,500.00            |
| Total FACILITIES AND EQUIPMENT       | <b>\$ 2,500.00</b>  | <b>\$ 2,500.00</b>  |
| <b>FINANCE CHARGES</b>               |                     |                     |
| Bank Charges                         | 250.00              | 250.00              |
| Interest Expense                     | 50.00               | 50.00               |



|                                                |                     |                      |
|------------------------------------------------|---------------------|----------------------|
| Late Payment Fee                               |                     |                      |
| Merchant Fees                                  | 2,000.00            | 2,000.00             |
| QuickBooks Payments Fees                       | 3,500.00            | 3,500.00             |
| <b>Total FINANCE CHARGES</b>                   | <b>\$ 5,800.00</b>  | <b>\$ 5,800.00</b>   |
| <b>OPERATIONS</b>                              |                     |                      |
| Advertising & Marketing                        | 18,000.00           | 18,000.00            |
| Annual Meeting Expense                         | 1,000.00            | 25,000.00            |
| Employee Benefits Reimbursed                   |                     |                      |
| Medical Insurance                              | 4,440.00            | 4,440.00             |
| Personal Telephone Use                         | 600.00              | 600.00               |
| <b>Total Employee Benefits Reimbursed</b>      | <b>\$ 5,040.00</b>  | <b>\$ 5,040.00</b>   |
| Equipment/Materials/Supplies                   | 3,200.00            | 3,200.00             |
| Insurance                                      | 15,000.00           | 15,000.00            |
| Meals                                          | 250.00              | 250.00               |
| Office Expense                                 | 2,500.00            | 2,500.00             |
| Other Expenses                                 | 4,000.00            | 4,000.00             |
| Plaza Expense                                  |                     |                      |
| Postage                                        | 950.00              | 950.00               |
| Printing/Copying                               | 2,000.00            | 2,000.00             |
| Social Media Reimbursable                      | 450.00              | 450.00               |
| Taxes/Licenses/Fees                            | 4,500.00            | 4,500.00             |
| Technology & Website Services                  |                     |                      |
| Adobe                                          | 700.00              | 700.00               |
| Coastal Business Systems                       | 5,500.00            | 5,500.00             |
| Comcast-Internet                               | 1,800.00            | 1,800.00             |
| Constant Contact                               | 1,800.00            | 1,800.00             |
| Google                                         | 5.00                | 5.00                 |
| Microsoft                                      | 1,800.00            | 1,800.00             |
| Other Tech/Web Services                        | 1,750.00            | 1,750.00             |
| QBO Payroll Subscription                       | 1,800.00            | 1,800.00             |
| QBO Subscription                               | 800.00              | 800.00               |
| Sunstar                                        | 4,500.00            | 4,500.00             |
| Vyable                                         | 4,000.00            | 4,000.00             |
| <b>Total Technology &amp; Website Services</b> | <b>\$ 24,455.00</b> | <b>\$ 24,455.00</b>  |
| Telephone                                      | 0.00                | 0.00                 |
| Utilities                                      | 0.00                | 0.00                 |
| <b>Total OPERATIONS</b>                        | <b>\$ 81,345.00</b> | <b>\$ 105,345.00</b> |
| <b>PAYROLL EXPENSES</b>                        |                     |                      |
| Taxes                                          | 15,000.00           | 15,000.00            |

|                                  |                      |                      |
|----------------------------------|----------------------|----------------------|
| Wages                            | 155,000.00           | 166340               |
| Total Payroll Expenses           | <b>\$ 170,000.00</b> | <b>\$ 181,340.00</b> |
| <b>PROGRAM EXPENSES</b>          |                      |                      |
| Business Meet Up                 | 125.00               | 125.00               |
| Initiatives                      | 1,000.00             | 1,000.00             |
| Other                            | 2,000.00             | 2,000.00             |
| Planters Landscaping/Maintenance | 7,700.00             | 7,700.00             |
| Stewardship                      | 4,500.00             | 4,500.00             |
| <b>Total PROGRAM EXPENSES</b>    | <b>\$ 15,325.00</b>  | <b>\$ 15,325.00</b>  |
| Reimbursements                   | 1,500.00             | 1,500.00             |
| <b>TOTAL EXPENDITURES</b>        | <b>\$ 442,485.00</b> | <b>\$ 467,385.00</b> |
| <b>Net Operating Revenue</b>     | <b>\$ 14,015.00</b>  | <b>\$ 16,115.00</b>  |
| Other Revenue                    |                      |                      |
| Interest Earned                  | 0.00                 | 0.00                 |
| Total Other Revenue              | <b>\$ 0.00</b>       | <b>\$ 0.00</b>       |
| Net Other Revenue                | <b>\$ 0.00</b>       | <b>\$ 0.00</b>       |
| <b>NET REVENUE</b>               | <b>\$ 14,015.00</b>  | <b>\$ 16,115.00</b>  |

# Downtown Chico Business Association Human Resources (HR) Committee Policy



## Purpose

The DCBA Human Resources (HR) Committee is established by the President of the Downtown Chico Business Association as a standing subcommittee of the Executive Committee. Its purpose is to support strategic, equitable, and compliant HR practices by providing oversight, guidance, and accountability in the areas of hiring, evaluation, personnel practices, and staff development.

## 1. Committee Composition

The HR Committee will consist of the following members:

- **Second Vice President** (Chair)
- **Secretary**
- **One Board Member** with human resources or corporate experience (appointed by the President)
- The **General Manager (GM)** (ex officio for hiring staff; excluded during GM review)
- Optional HR professional advisor (non-voting, as needed)

## 2. Responsibilities

### 2.1 Personnel Hiring & Onboarding

- Participate in the recruitment and selection process for all **full-time and part-time** positions, including:
  - Posting and review of job descriptions
  - Interview panel participation
  - Finalist reference checks
- Ensure adherence to DCBA's nondiscrimination, equal opportunity, and ADA accommodation policies.
- Approve or recommend final candidates for hire to the Executive Committee if required.

*Note:* The **General Manager is authorized to hire seasonal and event-specific employees** without committee review, consistent with their operational authority.

## **2.2 90-Day and Annual Evaluations**

- Participate with the GM in conducting the **90-Day Hiring Review** as outlined in the handbook appendix, including:
  - Self-assessment from the employee based on their 30-60-90 day plan with General Manager, agreed upon between employees and GM at hiring date.
  - Supervisor evaluation.
  - Recommendation for continued employment or alternative path.
- Oversee the process for **annual employee performance evaluations**, including review templates, timelines, and support for training or performance improvement plans.

## **2.3 General Manager Oversight**

- Conduct the **annual performance evaluation of the General Manager**.
- May meet with staff or stakeholders for feedback.
- Report findings and recommendations to the Executive Committee, and to the full Board if directed by the President.

## **3. Workplace Injuries & Workers' Compensation**

- Ensure employees are familiar with **Section 3.6 of the Employee Handbook** regarding reporting procedures for on-the-job injuries:
  - All injuries must be reported to management immediately, regardless of severity.
  - The GM is responsible for filing the necessary documentation and initiating a workers' compensation claim through DCBA's insurer.
  - The HR Committee may be notified (if needed) for compliance oversight but does not directly manage the claim.

## **4. Meeting Schedule & Documentation**

- The HR Committee will meet quarterly or as needed, particularly when a hiring process is underway or reviews are due.
- Agendas and meeting notes will be maintained confidentially and shared only with the Executive Committee unless otherwise directed.

## **5. Compliance & Confidentiality**

- All HR Committee members shall complete harassment prevention training and follow confidentiality standards as set by DCBA's Employee Handbook and Ethics Policy.
- Conflicts of interest (e.g., evaluating a relative or friend) must be disclosed, and members must recuse themselves as appropriate.

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  - Supervisor evaluation.
  - Recommendation for continued employment or alternative path.
- Oversee the process for **annual employee performance evaluations**, including review templates, timelines, and support for training or performance improvement plans.

## **2.3 General Manager Oversight**

- Conduct the **annual performance evaluation of the General Manager**.
- May meet with staff or stakeholders for feedback.
- Report findings and recommendations to the Executive Committee, and to the full Board if directed by the President.

## **3. Workplace Injuries & Workers' Compensation**

- Ensure employees are familiar with **Section 3.6 of the Employee Handbook** regarding reporting procedures for on-the-job injuries:
  - All injuries must be reported to management immediately, regardless of severity.
  - The GM is responsible for filing the necessary documentation and initiating a workers' compensation claim through DCBA's insurer.
  - The HR Committee may be notified (if needed) for compliance oversight but does not directly manage the claim.

## **4. Meeting Schedule & Documentation**

- The HR Committee will meet quarterly or as needed, particularly when a hiring process is underway or reviews are due.
- Agendas and meeting notes will be maintained confidentially and shared only with the Executive Committee unless otherwise directed.

## **5. Compliance & Confidentiality**

- All HR Committee members shall complete harassment prevention training and follow confidentiality standards as set by DCBA's Employee Handbook and Ethics Policy.
- Conflicts of interest (e.g., evaluating a relative or friend) must be disclosed, and members must recuse themselves as appropriate.