

PERSONNEL COMMITTEE MEETING
MINUTES

A Committee meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, June 15, 2015, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Dick Mank, Chair
 Chris Cowen
 Richard Means
 Lola Odunlami
 Daniel Pellegrini

TRUSTEES ABSENT Randall Diamond

OTHERS PRESENT Craig Downs, General Manager
 Ray Waletzko, Assistant Manager

1. The Committee meeting was called to order at 7:02 p.m.
2. Roll call indicated that five trustees were present and one was absent.

3.* PUBLIC INPUT ON NON AGENDA ITEMS

None.

4. APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETING HELD ON APRIL 13, 2015.

A motion was made by Trustee Pellegrini to approve minutes from the Personnel Committee Meeting held on April 13, 2015, seconded by Trustee Cowen. *Motion passed unanimously.*

5. EMPLOYEE HANDBOOK UPDATE - General Manager Downs reviewed the proposed changes or modifications to the Employee Handbook to be brought before the full board in July for consideration. A discussion ensued.

A motion was made by Trustee Pellegrini to recommend the list of changes to the Employee Handbook to the full board in July, seconded by Trustee Cowen. *Motion passed unanimously.*

6. SALARY RANGE REVIEWS - The scheduled review of the salary range for the following positions was conducted; Administrative Secretary, Biologist, Community Affairs Representative, Public Affairs Manager and Vector Ecologist II. A salary range adjustment of three percent will be recommended for the position Community Affairs

Representative to the full board in July. All other positions salary ranges were determined to be in the desired market range.

CLOSED SESSIONS - 8:04

7. CONFERENCE WITH LABOR NEGOTIATORS

CONFERENCE WITH DICK MANK, CHAIR OF PERSONNEL COMMITTEE AND CRAIG DOWNS, GENERAL MANAGER, AS DISTRICT NEGOTIATORS, TO REVIEW THE DISTRICT'S POSITION ON SALARY AND BENEFITS FOR UNREPRESENTED EMPLOYEES, PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6 (a).

Titles: All unrepresented employees with one exception (General Manager)

RETURN TO OPEN SESSION - 8:34

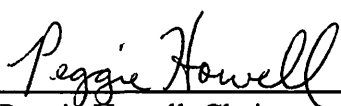
REPORT FROM CLOSED SESSION - no report

8. BOARD AND STAFF ANNOUNCEMENTS
none

9. ADJOURNMENT -

There being no further business, the meeting was adjourned at 8:49 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Personnel Committee held on June 13, 2016.


Peggie Howell, Chair
Personnel Committee