

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, April 17, 2017, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Randall Diamond, Chair
 Richard Ainsley
 Soheila Bana
 Perry Carlston
 Chris Cowen
 Dick Mank
 Richard Means
 Daniel Pellegrini

TRUSTEES ABSENT Peggie Howell, Board President

OTHERS PRESENT Craig Downs, General Manager

1. The Committee meeting was called to order at 7:00 p.m.

2. Roll call indicated that eight 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 JUNE 13, 2016

A motion was made by Trustee Pellegrini to approve minutes from the Personnel Committee Meeting held on June 13, 2016, seconded by Trustee Carlston. *Motion passed (abstained - Means).*

5. UPDATE ON PROCESS AND REVIEW FOR PERSONNEL, SALARY AND BENEFIT ADJUSTMENTS - General Manager Downs reviewed the process for the committee and gave an estimate of the number and extent of items coming up for consideration.


6. REPORT ON STAFFING - General Manager Downs reviewed the five year plan personnel projections and long range financial planning documents. Staff recommended both the personnel and budget committees to plan for an additional staff position to be determined after the hiring of the new general manager and after discussion the

committee concurred.

7. REPORT ON EMPLOYEE HANDBOOK UPDATE - General Manager Downs reviewed projected changes or modifications to the Employee Handbook expected to be brought before the committee in June for consideration. The committee discussed several changes and offered general proofreading edits.
8. BOARD AND STAFF ANNOUNCEMENTS
none
9. ADJOURNMENT - 7:59 p.m.

A motion was made by Trustee Pellegrini to adjourn, seconded by Trustee Cowen.
Motion passed unanimously.

I certify the above minutes were approved as read or corrected at a meeting of the Personnel Committee held on June 12, 2017.


Randall Diamond, Chairperson
Personnel Committee