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BOARD OF TRUSTEES  
***PERSONNEL COMMITTEE MEETING***

**\*\*TUESDAY, APRIL 30, 2019\*\***

DISTRICT OFFICE  
155 Mason Circle  
Concord, CA 94520  
**6:00 PM**

AGENDA

CALL TO ORDER:

Roll Call  
Pledge of Allegiance

1. PUBLIC INPUT ON NON AGENDA ITEMS

Public Participation: Members of the public may address the Board of Trustees regarding items of interest that are within the subject matter jurisdiction of the Board of Trustees. Generally, the Board will not enter into a dialogue during this period.

Speakers should have a “Speaker Card” completed and presented to the Clerk of the Board prior to the start of the Board meeting. Public input on agenda items will be taken at the beginning of the discussion of those agenda items.

Comments shall be limited to **three minutes per person**, unless different time limits are set by the Chairperson.

2. APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETING HELD ON MARCH 4, 2019

CLOSED SESSION

3. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6

Agency Negotiator: Paula Macedo, General Manager and Randall Diamond, Chair of the Personnel Committee

Employee Group: Unrepresented employees with one exception (General Manager)

*Protecting Public Health Since 1927*

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4. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6

Agency Negotiator: Paula Macedo, General Manager and Randall Diamond, Chair of the Personnel Committee

Employee Group: Represented employees, SEIU 1021

5. CONFERENCE WITH LEGAL COUNSEL – SIGNIFICANT EXPOSURE TO LITIGATION PURSUANT TO PARAGRAPH (2) OF SECTION 54956 (ONE CASE)

RETURN TO OPEN SESSION

REPORT FROM CLOSED SESSION

6. DISCUSSION ON STRATEGIC ALIGNMENT OF STEPS

7. BOARD AND GENERAL MANAGER ANNOUNCEMENTS

8. ADJOURNMENT

I hereby certify that the District Board of Trustee Agenda was posted 7 days, before the noted meeting.

Natalie Martini  
Natalie Martini, Administrative Assistant

4/23/2019  
Date

*The Contra Costa Mosquito & Vector Control District will provide reasonable accommodations for persons with disabilities planning to attend CCMVCD meetings who contact Natalie Martini at least 24 hours before the meeting, at (925) 771-6100.*

*Agenda materials are available to the public for inspection at no charge during business hours at our administrative office located at 155 Mason Circle, Concord, California.*

**CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT**

**MARCH 4, 2019 PERSONNEL COMMITTEE MEETING**

1. No comment, see agenda
2. APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETING HELD ON MARCH 4, 2019 (Pages 4-5)

CLOSED SESSION

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RETURN TO OPEN SESSION

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6. DISCUSSION ON STRATEGIC ALIGNMENT OF STEPS – Administrative Services Manager Maria Bagley will discuss the proposed strategic alignment of step increases equally across all job classifications.

- 7 – 8. No comment

PERSONNEL COMMITTEE MEETING  
MINUTES

An Executive Committee meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, March 4, 2019, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT      Randall Diamond, Chair  
                                 Richard Ainsley  
                                 Perry Carlston  
                                 Chris Cowen  
                                 Peggie Howell  
                                 Richard Means  
                                 Daniel Pellegrini

TRUSTEES ABSENT      Peter Pay

OTHERS PRESENT      Paula Macedo, General Manager  
                                 Maria Bagley, Administrative Services Manager

CALL TO ORDER

Chair Diamond called the meeting to order at 6:00 p.m.

ROLL CALL

A roll call indicated that 7 Trustees were present, and one was absent.

1.      PUBLIC INPUT ON NON AGENDA ITEMS - None.
2.      APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETING HELD ON JUNE 11, 2018

\*\*      Motion was made by Trustee Pellegrini and seconded by Trustee Carlston to approve the minutes from the Personnel Committee meeting held on June 11, 2018.

3.      REVIEW OF COMPENSATION STUDY AND COMMITTEE CONSIDERATION OF STAFF RECOMMENDATIONS – Administrative Services Manager Bagley presented the committee with the results of the compensation study performed by RGS and summarized the findings of the study. Discussion followed regarding the methodology of the study and staff recommended further analysis into the position of Administrative Assistant, with a revision of the job description and salary. Committee gave further direction to staff to evaluate staffing levels at the front office. According to the study, all other positions and salaries were in line with the other Districts used as comparables.

4. REVIEW OF PROPOSED CHANGES TO THE JOB DESCRIPTION OF LABORATORY AIDE (SEASONAL) – General Manager Macedo presented the committee with proposed changes to the job description and salary range of Laboratory Aide (Seasonal) position. Changes proposed are needed in order to better reflect the tasks currently performed by and to appropriately recruit for that position. The committee reviewed the changes and agreed to recommend them for Board approval at the upcoming March meeting.
5. BOARD AND STAFF ANNOUNCEMENTS – None
6. ADJOURNMENT – 7:20 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Executive Committee held on April 30, 2019.

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Randall Diamond, 2019 Chair  
Personnel Committee