

PERSONNEL COMMITTEE MEETING
MINUTES

A Personnel Committee meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Thursday, November 17, 2022, via teleconference.

TRUSTEES PRESENT Perry Carlston, Chair
 Warren Clayton
 Chris Cowen
 Randall Diamond
 Wade Finlinson
 Jim Murray
 Daniel Pellegrini

TRUSTEES ABSENT Richard Ainsley

OTHERS PRESENT Paula Macedo, General Manager
 Stacy Stark, Human Resources & Risk Manager

1. CALL TO ORDER

Personnel Committee Chair Carlston called the meeting to order at 6:01 p.m.
Roll Call: A roll call indicated that seven (7) Trustees were present and one (1) Trustee was absent
Pledge of Allegiance

2. AGENDA MANAGEMENT – Agenda was adopted by rule.

3. PUBLIC INPUT ON NON-AGENDA ITEMS – None

4. APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETING HELD ON MAY 23, 2022

****** Motion was made by Trustee Pellegrini and seconded by Trustee Clayton to approve the minutes from the Personnel Committee meeting held on May 23, 2022. *Motion passed unanimously.*

5. EMPLOYEE HANDBOOK UPDATE - the committee discussed the updates to the District's Employee Handbook and will be recommending it for approval at the next Board meeting.

6. JOB DESCRIPTION UPDATES

A. Administrative Analyst I – Human Resources and Risk Manager Stark presented the proposed changes to the committee. Stark stated this position was created by

the previous Administrative Services Manager, as a front desk position with some ability for basic accounting. With the vacancy in the Administrative Services Manager position, the Administrative Analyst I has been supervised by the General Manager. Stark added that the Administration department will undergo some changes in the near future, as they are working with a consultant to better define the roles for checks and balances, accounting, finances, and the flow for data entry and approvals. Staff recommended that the Administrative Analyst I position job description be modified to more accurately represent the duties of that position as a Customer Service Specialist and to be under the direct supervision of the Public Affairs Director. The committee asked clarifying questions and will be recommending the change for approval at the next Board meeting.

- B.** Vector Control Planner - Human Resources and Risk Manager Stark presented the proposed changes to the committee. This position was originally created in 2017 before the hire of the General Manager. The position is currently vacant due to the promotion of the Vector Control Planner into Program Supervisor. The Program Supervisors, the Human Resources and Risk Manager, and the General Manager evaluated the current and future needs of the Operations department and revised the Vector Control Planner position and salary scheduled. The committee discussed the changes and will be recommending the change for approval at the next Board meeting.

7. BOARD AND STAFF ANNOUNCEMENTS - None

8. ADJOURNMENT – 6:42 p.m.

I certify the above minutes were approved as read or corrected at a special meeting of the Personnel Committee held on February 27, 2023.

Wade Finlinson
2023 Personnel Committee Chair