

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 13, 2015, in the District Office at 155 Mason Circle, Concord, California.

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

TRUSTEES ABSENT Randall Diamond
 Darryl Young

OTHERS PRESENT Craig Downs, General Manager
 Ray Waletzko, Assistant Manager
 Fran Buchanan, IEDA

1. The Committee meeting was called to order at 7:00 p.m.
2. Roll call indicated that five trustees were present and two were absent.

3.* PUBLIC INPUT ON NON AGENDA ITEMS

None.

4. APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETING HELD ON FEBRUARY 9, 2015

A motion was made by Trustee Pellegrini to approve minutes from the Personnel Committee Meeting held on February 9, 2015, seconded by Trustee Odunlami. *Motion passed unanimously.*

CLOSED SESSION - 7:02 p.m.

5. CONFERENCE WITH LABOR NEGOTIATORS

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

Titles: All represented employees (SEIU Local 1021)


RETURN TO OPEN SESSION - 7:30 p.m.

REPORT FROM CLOSED SESSION - No actions to report

6. 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.
7. REPORT ON FIVE YEAR PLAN STAFFING - General Manager Downs reviewed the five year plan personnel projections and long range financial planning documents. The Advanced Planning Committee will be working on the next Five Year Plan this fall.
8. EMPLOYEE HANDBOOK UPDATE - General Manager Downs reviewed a sample of changes or modifications to the Employee Handbook expected to be brought before the committee in June for consideration.
9. BOARD AND STAFF ANNOUNCEMENTS
none
10. ADJOURNMENT -

There being no further business, the meeting was adjourned at 8:11 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Personnel Committee held on June 15, 2015.


Dick Mank, Chairperson
Personnel Committee