

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 9, 2012, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Jeff Bennett, Chair
 Randall Diamond
 Dick Mank
 Diane Wolcott

TRUSTEES ABSENT Russ Belleci
 Daniel Pellegrini
 Soheila Bana, Board President

OTHERS PRESENT Craig Downs, General Manager
 Fran Buchanan, IEDA

1. The Committee meeting was called to order at 7:04 p.m.
2. Roll call indicated that four trustees were present and three were absent.
- 3.* PUBLIC INPUT ON NON AGENDA ITEMS

None.
4. APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETING HELD ON FEBRUARY 13, 2012

A motion was made by Trustee Mank to approve minutes from the Personnel Committee Meeting held on February 13, 2012, seconded by Trustee Diamond. *Motion passed.*
5. UPDATE ON PROCESS AND REVIEW FOR PERSONNEL, SALARY AND BENEFIT ADJUSTMENTS (Appendix I) - 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 FIVE YEAR PLAN STAFFING (Appendix II & III) - General Manager Downs reviewed the five year plan personnel projections and long range financial planning documents. All projections are on track at this point in time.
7. EMPLOYEE HANDBOOK UPDATE (Appendix IV) - 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.

CLOSED SESSION - 7:18

8. CONFERENCE WITH LABOR NEGOTIATORS

- A. CONFERENCE WITH JEFF BENNETT, CHAIR OF PERSONNEL COMMITTEE, FRAN BUCHANAN, IEDA, AND CRAIG DOWNS, GENERAL 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)

- B. CONFERENCE WITH JEFF BENNETT, 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 - 8:27 pm

REPORT FROM CLOSED SESSION

No report from closed session.

9. BOARD AND STAFF ANNOUNCEMENTS

none

10. ADJOURNMENT - 8:30 pm

There being no further business, the meeting was adjourned at 9:06 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Personnel Committee held on June 11, 2012.

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Jeff Bennett, Chairperson
Personnel Committee