

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 Monday, May 18, 2020, via teleconference only pursuant to Governor's Executive Orders N-25-20, N-29-20, and N-33-20 and the Contra Costa County Public Health Officer Order No. HO-COVID19-03, and guidance from the CDC to minimize the spread of the coronavirus.

TRUSTEES PRESENT Lola Odunlami, Chair
 Soheila Bana
 Perry Carlston
 Chris Cowen
 Peggie Howell
 Daniel Pellegrini

TRUSTEES ABSENT Warren Clayton

OTHERS PRESENT Paula Macedo, General Manager

CALL TO ORDER

Chair Odunlami called the meeting to order at 6:07 p.m.

ROLL CALL

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

1. PUBLIC INPUT ON NON AGENDA ITEMS – None
 2. APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETINGS HELD ON JUNE 24, 2019 AND SEPTEMBER 23, 2019
- ** Motion was made by Trustee Pellegrini and seconded by Trustee Carlston to approve the minutes as amended from the Personnel Committee meetings held on June 24, 2019 and September 23, 2019. *Motion passed unanimously.*
3. JOB DESCRIPTION REVIEW – General Manager Macedo presented the committee with the job description of Operations Manager. Discussion followed regarding proposed changes to the current job description, including facilities management and educational requirements.

CLOSED SESSION – 6:30 p.m.

4. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6(a) TO REVIEW THE DISTRICT'S POSITION ON SALARY AND BENEFITS FOR UNREPRESENTED EMPLOYEES

Agency Negotiators: Paula Macedo, General Manager, and Lola Odunlami, Chair of the Personnel Committee

Titles: All unrepresented employees with one exception (General Manager)

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

Agency Negotiators: Paula Macedo, General Manager, and Lola Odunlami, Chair of the Personnel Committee

Titles: Administrative Analyst II and Program Supervisor

RETURN TO OPEN SESSION – 7:38 p.m.

REPORT FROM CLOSED SESSION – No reportable action

6. ORGANIZATIONAL CHART REVIEW – The committee reviewed the current organizational flow chart. An amendment was made to include the laboratory technician position, which has been approved but remains vacant.

7. BOARD AND GENERAL MANAGER ANNOUNCEMENTS - None

8. ADJOURNMENT – 7:46 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Personnel Committee held on December 21, 2020.



Lola Odunlami, 2020 Chair
Personnel Committee