

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, June 16, 2014, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Chris Cowen, Chair
 Jeff Bennett
 Dick Mank
 Daniel Pellegrini

TRUSTEES ABSENT Richard Ainsley
 Soheila Bana
 Rolando Villareal
 Diane Wolcott
 Jim Pinckney, Board President

OTHERS PRESENT Craig Downs, General Manager

1. The Committee meeting was called to order at 7:00 p.m.
2. Roll call indicated that four trustees were present and five were absent.
- 3.* PUBLIC INPUT ON NON AGENDA ITEMS

None.

4. APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETING HELD ON APRIL 21, 2014.

A motion was made by Trustee Pellegrini to approve minutes from the Personnel Committee Meeting held on April 21, 2014, seconded by Trustee Bennett. *Motion passed unanimously.*

5. EMPLOYEE HANDBOOK UPDATE - General Manager Downs reviewed the proposed changes or modifications to the Employee Handbook to be brought before the full board in July for consideration. A discussion ensued.

A motion was made by Trustee Mank to recommend the list of changes to the Employee Handbook to the full board in July, seconded by Trustee Pellegrini. *Motion passed unanimously.*

6. SALARY RANGE REVIEWS - The scheduled review of the salary range for the following position was conducted; Program Supervisor. As the position of Operations Manager was not filled with the retirement of the incumbent, The program supervisor position has absorbed some of the duties of the operations manager position. A salary range adjustment of five percent will be recommended to the full board in July.

CLOSED SESSIONS - 7:45

7. CONFERENCE WITH LABOR NEGOTIATORS

CONFERENCE WITH CHRIS COWEN, 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 - 7:50

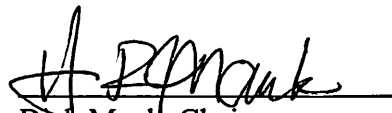
REPORT FROM CLOSED SESSION - no report

8. BOARD AND STAFF ANNOUNCEMENTS
none

9. ADJOURNMENT -

There being no further business, the meeting was adjourned at 7:53 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Personnel Committee held on February 9, 2015.


Dick Mank, Chairperson
Personnel Committee