

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, December 11, 2017, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Randall Diamond, Chair
 Soheila Bana
 Perry Carlston
 Chris Cowen
 Richard Mank
 Richard Means
 Daniel Pellegrini
 Peggie Howell, Board President

TRUSTEES ABSENT Richard Ainsley

OTHERS PRESENT Paula Macedo, General Manager

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

None.

4. APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETING HELD ON JUNE 12, 2017

A motion was made by Trustee Pellegrini to approve minutes from the Personnel Committee Meeting held on June 12, 2017, seconded by Trustee Howell. *Motion passed unanimously.*

CLOSED SESSION - 7:05 PM

5. CONFERENCE WITH LABOR NEGOTIATORS

CONFERENCE WITH RANDALL DIAMOND, CHAIR OF PERSONNEL COMMITTEE, FRAN BUCHANAN, IEDA, RAY WALETZKO, ASSISTANT MANAGER, AND PAULA MACEDO, 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)


RETURN TO OPEN SESSION - 8:48 PM

REPORT FROM CLOSED SESSION - No Actionable Items to Report

6. PROPOSED NEW HIRE- General Manager Macedo recommended filling the vacant Operations Manager position and presented the salary comparison and recommendation for that position.
7. OPEN MANAGEMENT POSITIONS- General Manager Macedo discussed the vacant position of Public Affairs Management and the recommendation that the position currently not be filled. General Manager Macedo proposed and presented to the committee a new organizational structure, recommending the replacement of the Assistant Manager position with a Administrative Services Manager position upon the retirement of the current Assistant Manager, Ray Waletzko. Discussion on the new structure followed and the committee concurred with the staff recommendation to modify the organizational structure and hire an Administrative Services Manager. Recommendation will be brought before the full Board in January for consideration.
8. BOARD AND STAFF ANNOUNCEMENTS
none
9. ADJOURNMENT - 9:40 PM

A motion was made by Trustee Pellegrini to adjourn, seconded by Trustee Cowen.
Motion passed unanimously.

I certify the above minutes were approved as read or corrected at a meeting of the Personnel Committee held on February 5, 2018.


Randall Diamond, Chairperson
Personnel Committee