

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, February 23, 2009, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Jose Saavedra, Chair
 Russ Belleci
 Richard Mank
 Tim McDonough
 Daniel Pellegrini
 Kirk Thill
 Diane Wolcott

TRUSTEES ABSENT Peggie Howell

OTHERS PRESENT Craig Downs, General Manager

1. The Committee meeting was called to order at 7:00 p.m.
2. Roll call indicated that seven 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 2, 2008

 A motion was made by Trustee Pellegrini to approve minutes from the Personnel Committee Meeting held on June 2, 2008, seconded by Trustee Mank. *Motion passed.*
5. REPORT ON PROCESS AND REVIEW FOR PERSONNEL, SALARY AND BENEFIT ADJUSTMENTS (Appendix I) - General Manager Craig Downs reviewed the memo on the process and review for personnel, salary and benefit adjustments.
6. REPORT ON FIVE YEAR PLAN STAFFING (Appendix II & III)- General Manager Craig Downs reviewed the current five year plan for projected staffing. The committee reviewed the long range financial forecasts with projected decreases in revenues. The GM informed the committee that seasonal hiring was cut back for the 2009 season.
7. EMPLOYEE HANDBOOK UPDATE (Appendix IV) - General Manager Craig Downs

reviewed the proposed changes to the District's Employee Handbook as outlined in appendix IV. Few, if any, changes are anticipated to be brought forward for this year.

CLOSED SESSION - 7:32

8. CONFERENCE WITH LABOR NEGOTIATORS, JOSE SAAVEDRA, CHAIR OF PERSONNEL COMMITTEE, FRAN BUCHANAN, IEDA, AND CRAIG DOWNS, GENERAL MANAGER, TO REVIEW THE DISTRICT'S POSITION ON SALARY AND BENEFITS FOR UNREPRESENTED EMPLOYEES, PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6

Title: All represented employees (SEIU Local 1021)

RETURN TO OPEN SESSION - 8:09

REPORT FROM CLOSED SESSION - No reportable action taken.

9. BOARD AND STAFF ANNOUNCEMENTS

none

10. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:10 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Personnel Committee held on April 13, 2009.



Jose Saavedra, Chairperson
Personnel Committee