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BOARD OF TRUSTEES
PERSONNEL COMMITTEE MEETING
****MONDAY, MARCH 18, 2024****
AGENDA
6:00 PM

TIME: 6:00 PM

LOCATION: Hybrid meeting of the Board of Trustees
Physically held at the District office located at
155 Mason Circle, Concord, CA 94520

By teleconference at:

<https://us06web.zoom.us/j/84316706717?pwd=Xgcy8lCym49Seh49roEd9SuxbQNhtW.1>

Meeting ID: 843 1670 6717

Passcode: 099458

Members of the public may participate in the meeting via teleconference or in-person. Public comments may be submitted in advance of the meeting by emailing Paula Macedo at pmacedo@contracostamosquito.com. Alternatively, members of the public may offer spoken comments when public comment is requested, either at the beginning of the meeting as to non-agenda items, or regarding an agenda item at the time the item is considered. Comments shall be limited to three minutes per person, unless different time limits are set by the Chairperson.

In compliance with the Americans with Disabilities Act, if you need a disability-related modification or accommodation to participate in this meeting, please contact Paula Macedo, General Manager, as early as possible, and at least 48 hours before the meeting at (925) 457-8464 or pmacedo@contracostamosquito.com.

Protecting Public Health Since 1927

BOARD OF TRUSTEES

President **DARRYL YOUNG** Contra Costa County • Vice President **PETER PAY** San Ramon • Secretary **DANIEL PELLEGRINI** Martinez
Antioch **WADE FINLINSON** • Brentwood **VINOY MEREDDY** • Clayton **ERIC HINZEL** • Concord **PERRY CARLSTON** • Contra Costa County **JIM PINCKNEY & CHRIS COWEN**
Danville **RANDALL DIAMOND** • El Cerrito **JIM DOLGONAS** • Hercules **DAMIAN WONG** • Lafayette **Vacant** • Moraga **JAMES FRANKENFIELD** • Oakley **MICHAEL KRIEG**
Orinda **KEVIN MARKER** • Pinole **WARREN CLAYTON** • Pittsburg **RICHARD AINSLEY, PhD** • Pleasant Hill **JENNIFER HOGAN** • Richmond **CHRIS DUPIN** • San Pablo **Vacant** • Walnut Creek **PEGGIE HOWELL**

AGENDA

1. CALL TO ORDER

Roll Call
Pledge of Allegiance

2. AGENDA MANAGEMENT

3. PUBLIC INPUT ON NON-AGENDA ITEMS

This time is reserved for members of the public to address the committee relative to matters of the District NOT on the agenda. No action may be taken on non-agenda items unless authorized by law. Public comments may be submitted as specified above and will be limited to three minutes per person.

**4. APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETING
HELD ON FEBRUARY 27, 2023**

CLOSED SESSION

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

Agency Negotiators: Paula Macedo, General Manager, and Peter Pay, Chair of the Personnel Committee

Employee Group: All represented employees (SEIU 1021)

**6. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA
GOVERNMENT CODE 54957.6**

Agency Negotiators: Paula Macedo, General Manager, and Peter Pay, Chair of the Personnel Committee

Employee Group: Unrepresented employees with one exception (General Manager)

RETURN TO OPEN SESSION

REPORT FROM CLOSED SESSION

7. BOARD AND STAFF ANNOUNCEMENTS

8. ADJOURNMENT

I hereby certify that the District Board of Trustees Personnel Committee meeting agenda was posted 6 days before the noted meeting.

Christine Widger, Customer Service Specialist

Date

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT

1. No comment
2. **AGENDA MANAGEMENT** – Consider order of items.
3. **PUBLIC INPUT ON NON-AGENDA ITEMS**
4. **APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETING HELD ON FEBRUARY 27, 2023 (Pages 5-6)** – Minutes from Personnel Committee meeting held on February 27, 2023 were attached.

CLOSED SESSION

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

Agency Negotiators: Paula Macedo, General Manager, and Peter Pay, Chair of the Personnel Committee

Employee Group: All represented employees (SEIU 1021)

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Agency Negotiators: Paula Macedo, General Manager, and Peter Pay, Chair of the Personnel Committee

Employee Group: Unrepresented employees with one exception (General Manager)

RETURN TO OPEN SESSION

REPORT FROM CLOSED SESSION

- 7-8. **BOARD AND STAFF ANNOUNCEMENTS / ADJOURNMENT** – No comment

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, February 27, 2023, via teleconference.

TRUSTEES PRESENT Wade Finlinson, Chair, Antioch
 Richard Ainsley, Pittsburg
 Perry Carlston, Concord
 Warren Clayton, Pinole
 Chris Cowen, Contra Costa County
 Michael Krieg, Oakley
 Daniel Pellegrini, Martinez
 Jim Murray, 2023 Board President, Walnut Creek

TRUSTEES ABSENT Randall Diamond, Danville

OTHERS PRESENT Paula Macedo, General Manager
 Stacy Stark, Human Resources & Risk Manager

1. CALL TO ORDER – Personnel Committee Chair Finlinson called the meeting to order at 6:02 p.m.
 Roll Call: A roll call indicated that eight Trustees were present and one Trustee was absent
 Pledge of Allegiance

2. AGENDA MANAGEMENT – Agenda was adopted by rule.

3. PUBLIC INPUT ON NON-AGENDA ITEMS – None

4. APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETING HELD ON NOVEMBER 17, 2022

- ** Motion was made by Trustee Pellegrini and seconded by Trustee Carlston to approve the minutes from the Personnel Committee meeting held on November 17, 2022. *Motion passed unanimously.*

5. JOB DESCRIPTION REVIEW – Human Resources and Risk Manager Stark provided information to the Board regarding the revisions to the job description, and proposed the combination of the Vector Control Technician I, II, and Vector Control Inspector job descriptions into one single job description. The previously approved job description for the Vector Control I position, with changes tracked in the document, was included with the agenda, as well as a clean copy of the proposed job description. The previously approved job descriptions for VCT II and VCI were also included. The committee agreed

with the proposed changes and will recommend those for Board approval at the next Board meeting.

Titles: Vector Control Technician I, II, and Vector Control Inspector

CLOSED SESSION

6. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6 – Agency Negotiators: Paula Macedo, General Manager, and Wade Finlinson, Chair of the Personnel Committee

Titles: Human Resources and Administration Manager and Financial Administrator

REPORT FROM CLOSED SESSION – no reportable action

7. BOARD AND STAFF ANNOUNCEMENTS - None
8. ADJOURNMENT – 6:52 p.m.

I certify the above minutes were approved as read or corrected at a special meeting of the Personnel Committee held on March 18, 2024.

Peter Pay
2024 Personnel Committee Chair