

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, April 8, 2013, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT        Chris Cowen, Chair  
                                 Dick Mank  
                                 Daniel Pellegrini

TRUSTEES ABSENT        Soheila Bana  
                                 Rolando Villareal  
                                 Diane Wolcott  
                                 Jeff Bennett, 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 three trustees were present and four were absent.

3.\*    PUBLIC INPUT ON NON AGENDA ITEMS

None.

4.     APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETING HELD ON JUNE 11, 2012

A motion was made by Trustee Pellegrini to approve minutes from the Personnel Committee Meeting held on June 11, 2012, seconded by Trustee Mank. *Motion passed.*

5.     UPDATE ON PROCESS AND REVIEW FOR PERSONNEL, SALARY AND BENEFIT ADJUSTMENTS - General Manager Downs reviewed the process for the committee and gave an estimate of the number and extent of items coming up for consideration.

6.     REPORT ON FIVE YEAR PLAN STAFFING - General Manager Downs reviewed the five year plan personnel projections and long range financial planning documents. All projections are on track at this point in time.

7.     EMPLOYEE HANDBOOK UPDATE - General Manager Downs reviewed a sample of changes or modifications to the Employee Handbook expected to be brought before the committee in June for consideration. A discussion ensued.

8. BOARD AND STAFF ANNOUNCEMENTS

none

9. ADJOURNMENT - 7:30 pm

There being no further business, the meeting was adjourned at 7:30 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Personnel Committee held on June 10, 2013.



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Chris Cowen, Chairperson  
Personnel Committee