

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 21, 2014, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Chris Cowen, Chair
 Richard Ainsley
 Soheila Bana
 Jeff Bennett
 Dick Mank
 Daniel Pellegrini
 Rolando Villareal

TRUSTEES ABSENT 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 seven trustees were present and two were absent.

3.* **PUBLIC INPUT ON NON AGENDA ITEMS**

None.

4. **APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETING HELD ON SEPTEMBER 30, 2013**

A motion was made by Trustee Pellegrini to approve minutes from the Personnel Committee Meeting held on September 30, 2013, 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 -

There being no further business, the meeting was adjourned at 7:58 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Personnel Committee held on June 16, 2014.



Chris Cowen, Chairperson
Personnel Committee