

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 7, 2008, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT      Russ Belleci, Chair  
                                 Richard Head  
                                 Peggie Howell  
                                 Daniel Pellegrini

TRUSTEES ABSENT      Richard Mank  
                                 Saavedra, Jose

OTHERS PRESENT      Craig Downs, General Manager

1.      The Committee meeting was called to order at 7:00 p.m.
2.      Roll call indicated that four 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 JUNE 4, 2007  
  
A motion was made by Trustee Pellegrini to approve minutes from the Personnel Committee Meeting held on June 4, 2007, seconded by Trustee Head. *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 also reviewed the long range financial forecasts for various hiring scenarios. Staff will bring back to the committee any recommendations for staffing changes after receiving revenue forecasts from auditors office.
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. The next step will be to notify LOCAL 1021 of the proposed changes. Any

modifications will be discussed at the next committee meeting before recommending changes to the full board in July.

8. RECLASSIFY POSITION (Appendix V)

Title: Vector Ecologist

General Manager Craig Downs reviewed the proposed new job class Vector Ecologist II. This classification will incorporate the District's GIS duties in addition to the current job duties. With these new duties, which the incumbent has already been performing for over a year, the salary range will be adjusted.

A motion was made by Trustee Pellegrini to recommend the reclassification of one Vector Ecologist position to Vector Ecologist II to the full board at their May 12, 2008 meeting, seconded by Trustee Head. *Motion passed.*

CLOSED SESSION - 8:13

9. CONFERENCE WITH LABOR NEGOTIATORS, RUSS BELLECI, CHAIR OF PERSONNEL COMMITTEE 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 Unrepresented Employees

RETURN TO OPEN SESSION - 8:45

REPORT FROM CLOSED SESSION - No reportable action taken.

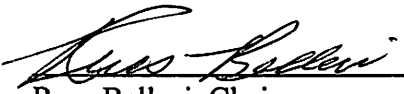
10. BOARD AND STAFF ANNOUNCEMENTS

none

11. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:35 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Personnel Committee held on June 2, 2008.

  
Russ Belleci, Chairperson  
Personnel Committee