

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 05, 2018, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Randall Diamond, Chair
 Richard Ainsley
 Perry Carlston
 Richard Mank
 Richard Means
 Lola Odunlami
 Warren Clayton , President

TRUSTEES ABSENT Chris Cowen
 Peter Pay
 Daniel Pellegrini

OTHERS PRESENT Paula Macedo, General Manager
 Ray Waletzko, Assistant Manager
 Douglas Coty, Legal Counsel

1. The Committee meeting was called to order at 6:04 p.m.
2. Roll call indicated that seven trustees were present and three were absent.
- 3.* PUBLIC INPUT ON NON AGENDA ITEMS

None.

4. APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETING HELD ON APRIL 17, 2017.

A motion was made by Trustee Carlston to approve minutes from the Personnel Committee Meeting held on December 11, 2017, seconded by Trustee Mank. *Motion passed unanimously.*

5. EMPLOYEE HANDBOOK UPDATE - REVISION OF TERMINATION SECTION -
General Manager Macedo reviewed the proposed changes or modifications to the Employee Handbook to be brought before the full board on February 12, 2018, for consideration. Updates outline the full disciplinary process and add disciplinary appeal procedures for non-represented, permanent employees. A discussion ensued.

A motion was made by Trustee Means to recommend the list of changes to the Employee Handbook to the full board on February 12, 2018, seconded by Trustee Clayton. *Motion*

passed unanimously.

6. BOARD AND STAFF ANNOUNCEMENTS

7. ADJOURNMENT - 6:39 pm

A motion was made by Trustee Carlston to adjourn, seconded by Trustee Means. *Motion passed unanimously.*

I certify the above minutes were approved as read or corrected at a meeting of the Personnel Committee held on March 12, 2018.



Randall Diamond, Chair
Personnel Committee