

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, June 2, 2008, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Russ Belleci, Chair
 Richard Head
 Richard Mank
 Daniel Pellegrini

TRUSTEES ABSENT Peggie Howell
 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 APRIL 7, 2008

** A motion was made by Trustee Pellegrini to approve minutes from the Personnel Committee Meeting held on April 7, 2008, seconded by Trustee Head. *Motion passed.*
5. REPORT ON EMPLOYEE HANDBOOK - General Manager Craig Downs reported that the draft changes approved at the committee's April 7th meeting have been communicated to staff and sent to LOCAL 1021.

CLOSED SESSION : 7:07 pm

6. CONFERENCE WITH LABOR NEGOTIATORS

CONFERENCE WITH 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 (a).

Titles: All unrepresented employees with the exception of the General Manager

RETURN TO OPEN SESSION : 7:12 pm

REPORT FROM OPEN SESSION - No reportable action taken.

7. SALARY REVIEWS

Titles: Operations Manager
Program Supervisor
Community Affairs Representative

General Manager Craig Downs reviewed the detailed process taken to determine recommended salary range adjustments for the specified positions. The process includes identifying salary comparisons for similar VCD's in the state and local public agency positions doing similar work, examining job descriptions, and comparing internal and external organizational hierarchies noting salary ranges between levels of supervision or expertise.

** A motion was made by Trustee Pellegrini to recommend the salary range adjustments to the full board, seconded by Trustee Head. *Motion passed.*

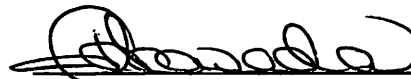
8. BOARD AND STAFF ANNOUNCEMENTS

none

9. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:55 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Personnel Committee held on February 23, 2009.



Jose Saavedra, Chairperson
Personnel Committee