

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT  
BOARD MEETING  
MINUTES NO. 18-2

A special meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on February 12, 2018, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT        Richard Ainsley  
                                  Soheila Bana  
                                  Perry Carlston  
                                  Warren Clayton  
                                  Chris Cowen  
                                  Jim Fitzsimmons  
                                  Peggie Howell  
                                  Robert Lucacher  
                                  Richard Mank  
                                  Richard Means  
                                  James Murray  
                                  Lola Odunlami  
                                  Peter Pay  
                                  Daniel Pellegrini  
                                  Jim Pinckney  
                                  Darryl Young

TRUSTEES ABSENT        Randall Diamond  
                                  Michael Krieg  
                                  Diane Wolcott

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

1.        President Clayton called the meeting to order at 7:01 p.m.
2.        A roll call indicated that 16 Trustees were present, three were absent, and there are three vacancies.
3.        The meeting opened with the Pledge of Allegiance.
4.        PUBLIC INPUT ON NON AGENDA ITEMS - None
5.        INFORMATIONAL ITEMS

- A. PERSONNEL COMMITTEE REPORT – Trustee Mank reported on behalf of Personnel Committee Chair Diamond that the committee met on February 5, 2018, to discuss revisions to the disciplinary policy section of the Employee Handbook. As a matter of background, the District currently has a MOU for represented employees that guide the procedures for those employees when required. This special meeting was called since the District does not currently have the same level of detail for unrepresented employees and suggest changes to the current policy regarding a repeal process, which is a requirement under the principles of due process.

The Personnel Committee voted unanimously to approve the changes and recommend that the Board votes to approve the revisions to the Employee Handbook so they can be adopted and enacted immediately.

The committee will meet again on March 12, 2018, to discuss the union negotiations prior to the board meeting later that evening.

6. ACTION ITEMS

- A. Employee Handbook Update – the Board discussed the changes to the Employee Handbook and recommended to approve the modifications to the handbook with the grammatical changes, as well as to add a section for definition after discussion with the committee at a later meeting.

\*\* A motion was made by Trustee Pinckney and seconded by Trustee Howell to adopt the changes to the Employee Handbook. *Motion passed.*

7. ADJOURNMENT

There being no further business the meeting was adjourned at 7:27 p.m.

\*\* Motion was made by Trustee Pellegrini and seconded by Trustee Odunlami to adjourn the meeting. *Motion passed unanimously.*

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

Ayes: 16  
Noes: 0  
Abstain: 0  
Absent: 3

  
H. Richard Mank  
Secretary, Board of Trustees