

PERSONNEL COMMITTEE  
MEETING MINUTES

A Personnel Committee meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, June 11, 2018, in the District office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT      Randall Diamond (Chair)  
                                 Richard Ainsley  
                                 Warren Clayton  
                                 Perry Carlston  
                                 Chris Cowen  
                                 Richard Mank  
                                 Lola Odunlami  
                                 Daniel Pellegrini

TRUSTEES ABSENT      Mark Lewis  
                                 Richard Means  
                                 Peter Pay

OTHERS PRESENT      Paula Macedo, General Manager  
                                 Maria Bagley, Administrative Services Manager  
                                 Natalie Martini, Administrative Assistant  
                                 Fran Buchanan, IEDA

1. The Committee meeting was called to order at 7:00 p.m.
2. Roll call indicated that nine trustees were present and two were absent.
3. PUBLIC INPUT AND NON AGENDA ITEMS  
  
None.
4. APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETING HELD ON APRIL 16, 2018 AND SPECIAL MEETING HELD ON MAY 18, 2018 (pages 5-8)  
  
\*\* Motion was made by Trustee Pellegrini and seconded by Trustee Mank to approve minutes for the Committee meeting held on April 16, 2018 and May 18, 2018. *Motion passed unanimously.*

CLOSED SESSION – 7:01 p.m.

5. CONFERENCE WITH LABOR NEGOTIATORS

CONFERENCE WITH RANDALL DIAMOND, CHAIR OF THE PERSONNEL COMMITTEE, FRAN BUCHANAN, IEDA, AND PAULA MACEDO, GENERAL MANAGER, AS DISTRICT NEGOTIATORS, TO REVIEW THE DISTRICT'S POSITION ON SALARY AND BENEFITS FOR REPRESENTED EMPLOYEES, PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6(a).

Titles: All represented employees (SEIU Local 1021)

6. CONFERENCE WITH LABOR NEGOTIATORS

CONFERENCE WITH RANDALL DIAMOND, CHAIR OF THE PERSONNEL COMMITTEE, AND PAULA MACEDO, GENERAL MANAGER, AS DISTRICT NEGOTIATORS, 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 one exception (General Manager)

RETURN TO OPEN SESSION – 8:49 p.m.

REPORT FROM CLOSED SESSION – No reportable action

7. SALARY RANGE REVIEWS – The scheduled review of the salary range for the following positions was conducted: Biologist and Vector Ecologist II. After discussing the overall market comparisons, the following actions were taken:

A motion was made by Trustee Pellegrini and seconded by Trustee Mank to recommend to the full Board in July an increase to both salary ranges of Biologist and Vector Ecologist II, of 3.65%.

8. PROPOSED CHANGE TO TITLE, JOB DESCRIPTION AND SALARY REVIEW - Job responsibilities of the two employees in the Community Affairs Department were evaluated and updated with proposed job titles of Public Information & Technology Officer and Public Affairs Director. The committee recommended to change the job descriptions as noted, recommending that it will be brought before the full Board for consider in July.
9. COMMITTEE CONSIDERATION FOR EARLY SALARY RANGE REVIEW – Accounting and Benefits Specialist requested consideration for early salary range review. The committee elected to table that discussion until all salary range surveys are conducted later in the year.
10. BOARD AND STAFF ANNOUNCEMENTS – Trustee Diamond announced that he will be absent from the regular Board meeting in July and asked Trustee Carlston to provide the Personnel Committee report during the meeting in his absence.
11. ADJOURNMENT – 9:13 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Personnel Committee held on March 4, 2019.

AYES: 7

NOES: 0

ABSENT: 1

ABSTAIN: 0



Randall Diamond, Chair  
Personnel Committee