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**BOARD OF TRUSTEES
PERSONNEL COMMITTEE MEETING**

****Monday, April 8, 2013****

7:00 P.M.
District Office
155 Mason Circle
Concord, California 94520

AGENDA

1. CALL TO ORDER
2. ROLL CALL
- 3.* PUBLIC INPUT ON NON AGENDA ITEMS
Public Participation: Members of the public may address the committee regarding items of interest that are within the subject matter jurisdiction of the committee. Generally, the committee will not enter into a dialogue during this period.

Speakers should have a "Speaker Card" completed and presented to the Clerk of the Board prior to the start of the committee meeting. Public input on agenda items will be taken at the beginning of the discussion of those agenda items.

Comments shall be limited to **three minutes per person**, unless different time limits are set by the Chairperson.

4. APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETINGS HELD ON JUNE 11, 2012
5. UPDATE ON PROCESS AND REVIEW FOR PERSONNEL, SALARY AND BENEFIT ADJUSTMENTS (pg 6)
6. REPORT ON FIVE YEAR PLAN STAFFING (pgs 7-8)
7. EMPLOYEE HANDBOOK UPDATE (pgs 9-26)

Protecting Public Health Since 1927

BOARD OF TRUSTEES

President JEFF BENNETT Hercules • **Vice President** JIM PINCKNEY Contra Costa County • **Secretary** H. RICHARD MANK El Cerrito

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Pinole WARREN CLAYTON • Pittsburg RICHARD AINSLEY, PhD • Pleasant Hill RICHARD MEANS • Richmond SOHEILA BANA, PhD • San Pablo Vacant • San Ramon SHARYN ROSSI • Walnut Creek MORRIS JONES PhD

8. BOARD AND STAFF ANNOUNCEMENTS

9. ADJOURNMENT

I hereby certify that the District Board of Trustee Agenda was posted 72 hours, or 11 days before the noted meeting:


Allison Nelson, Administrative Secretary

3/28/13
Date

✱ Supporting documents are enclosed

The Contra Cost Mosquito & Vector Control District will provide reasonable accommodations for persons with disabilities planning to attend CCMVCD meetings who contact Allison Nelson at least 24 hours before the meeting, at 685-9301

Documents that are disclosable public records required to be made available under California Government Code Section 54957.5 (b) (1) and (2) are available to the public for inspection at no charge during business hours at our administrative office located at 155 Mason Circle, Concord, California