

PERSONNEL COMMITTEE MEETING
MINUTES

An Executive Committee meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, March 4, 2019, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Randall Diamond, Chair
 Richard Ainsley
 Perry Carlston
 Chris Cowen
 Peggie Howell
 Richard Means
 Daniel Pellegrini

TRUSTEES ABSENT Peter Pay

OTHERS PRESENT Paula Macedo, General Manager
 Maria Bagley, Administrative Services Manager

CALL TO ORDER

Chair Diamond called the meeting to order at 6:00 p.m.

ROLL CALL

A roll call indicated that 7 Trustees were present, and one was absent.

1. PUBLIC INPUT ON NON AGENDA ITEMS - None.
2. APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETING HELD ON JUNE 11, 2018

** Motion was made by Trustee Pellegrini and seconded by Trustee Carlston to approve the minutes from the Personnel Committee meeting held on June 11, 2018.

3. REVIEW OF COMPENSATION STUDY AND COMMITTEE CONSIDERATION OF STAFF RECOMMENDATIONS – Administrative Services Manager Bagley presented the committee with the results of the compensation study performed by RGS and summarized the findings of the study. Discussion followed regarding the methodology of the study and staff recommended further analysis into the position of Administrative Assistant, with a revision of the job description and salary. Committee gave further direction to staff to evaluate staffing levels at the front office. According to the study, all other positions and salaries were in line with the other Districts used as comparables.

4. REVIEW OF PROPOSED CHANGES TO THE JOB DESCRIPTION OF LABORATORY AIDE (SEASONAL) – General Manager Macedo presented the committee with proposed changes to the job description and salary range of Laboratory Aide (Seasonal) position. Changes proposed are needed in order to better reflect the tasks currently performed by and to appropriately recruit for that position. The committee reviewed the changes and agreed to recommend them for Board approval at the upcoming March meeting.
5. BOARD AND STAFF ANNOUNCEMENTS – None
6. ADJOURNMENT – 7:20 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Executive Committee held on April 30, 2019.


Randall Diamond, 2019 Chair
Personnel Committee