



BOARD OF TRUSTEES
PERSONNEL COMMITTEE
MONDAY, FEBRUARY 22, 2021

6:00 PM

To be held via teleconference only – see below

**IMPORTANT NOTICE REGARDING COVID-19
AND TELECONFERENCE MEETINGS:**

Pursuant to Governor’s Executive Orders N-25-20, N-29-20, and N-33-20 and the Contra Costa County Public Health Officer Order No. HO-COVID19-03, and guidance from the CDC to minimize the spread of the coronavirus, please note the following changes to the District’s ordinary meeting procedures:

- The District offices are not open to the public at this time.
- The meeting will be conducted via teleconference using **Zoom** (see Executive Order 29-20).
- All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting remotely in the manner described below.

HOW TO OBSERVE THE MEETING

Telephone: Meeting ID: **968 7717 3695**

Listen to the meeting live by calling **(669) 900-9128** and entering the **PASSCODE: 915315**

Computer or mobile: Watch or listen to the meeting from a computer with internet access by navigating to <https://zoom.us/j/96877173695?pwd=aWswV3V5UXJqVENHUUJNVUc5dnlwZz09>

NOTE: This is a public meeting that can be seen and heard live by any member of the public.

HOW TO SUBMIT PUBLIC COMMENTS

Please email your comments to pmacedo@contracostamosquito.com, write “Public Comment” in the subject line. In the body of the email, include the agenda item number AND title, as well as your comments. Comments may be made at any time prior to the meeting, or as follows. During the meeting, the Committee Chair or designee will announce the opportunity to make public comments and identify the cut off time for submission. A short recess of less than 5 minutes will take place during the time public comment is open to allow emailed comments to be received and provided to the Chair. Once the public comment period is closed, all comments timely received will be read aloud. Comments received after the close of the public comment period will be added to the record after the meeting.

Protecting Public Health Since 1927

BOARD OF TRUSTEES

President **PEGGIE HOWELL** Clayton • Vice President **PETER PAY** San Ramon • Secretary **DANIEL PELLEGRINI** Martinez
Antioch **LOLA ODUNLAMI** • Brentwood **Vacant** • Concord **PERRY CARLSTON** • Contra Costa County **JIM PINCKNEY, CHRIS COWEN & DARRYL YOUNG**
Danville **RANDALL DIAMOND** • El Cerrito **THOMAS MINTER** • Hercules **DUYLINH NGUYEN** • Lafayette **JAMES FITZSIMMONS** • Moraga **Vacant** • Oakley **MICHAEL KRIEG** • Orinda **KEVIN MARKER**
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ACCESSIBILITY INFORMATION

Board meetings are accessible to people with disabilities and others who need assistance. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to observe and/or participate in this meeting and access meeting-related materials should contact Paula Macedo, General Manager, at least 48 hours before the meeting at (925) 457-8464 or pmacedo@contracostamosquito.com. Advance notification will enable the District to swiftly resolve such requests to ensure accessibility.

AGENDA

CALL TO ORDER:

Roll Call
Pledge of Allegiance

1. PUBLIC INPUT ON NON AGENDA ITEMS

This time is reserved for members of the public to address the Board relative to matters of the District NOT on the agenda. No action may be taken on non-agenda items unless authorized by law. Public comments may be submitted as specified above.

2. APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE SPECIAL MEETING HELD ON DECEMBER 21, 2020

CLOSED SESSION

3. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6(a) TO REVIEW THE DISTRICT'S POSITION ON SALARY AND BENEFITS FOR REPRESENTED EMPLOYEES

Agency Negotiators: Paula Macedo, General Manager, Michael Jarvis, LCW, and Randall Diamond, Chair of the Personnel Committee

Titles: All represented employees (SEIU Local 2021)

RETURN TO OPEN SESSION

REPORT FROM CLOSED SESSION

4. BOARD AND STAFF ANNOUNCEMENTS

5. ADJOURNMENT

I hereby certify that the District Board of Trustee Agenda was posted 9 days before the noted meeting.



Paula Macedo, General Manager

02/13/2021

Date

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT

FEBRUARY 22, 2021 PERSONNEL COMMITTEE MEETING

1. No comment, see agenda
2. APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE SPECIAL MEETING HELD ON DECEMBER 21, 2020 (*Pages 4-5*)

CLOSED SESSION

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- 4 – 5. No comment

PERSONNEL COMMITTEE MEETING
MINUTES

A Personnel Committee special meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, December 21, 2020, via teleconference pursuant to Governor’s Executive Orders N-25-20, N-29-20, and N-33-20 and the Contra Costa County Public Health Officer Order No. HO-COVID19-03, and guidance from the CDC to minimize the spread of the coronavirus.

TRUSTEES PRESENT Richard Ainsley
 Perry Carlston
 Warren Clayton
 Chris Cowen
 Peggie Howell
 Lola Odunlami
 Daniel Pellegrini

TRUSTEES ABSENT None

OTHERS PRESENT Paula Macedo, General Manager
 Maria Bagley, Administrative Services Manager
 Michael Jarvis, Liebert Cassidy Whitmore

CALL TO ORDER

Trustee Carlston called the meeting to order at 6:01p.m.

ROLL CALL

A roll call indicated that seven Trustees were present, none were absent.

1. PUBLIC INPUT ON NON-AGENDA ITEMS – None.
2. APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETING HELD ON MAY 18, 2020

** Motion was made by Trustee Pellegrini and seconded by Trustee Cowen to approve the minutes from the Personnel Committee meeting held on May 18, 2020. *Motion passed unanimously.*

3. ADMINISTRATION DEPARTMENT STRUCTURE REVIEW - Administrative Services Manager Maria Bagley presented the proposed structure for the Administration department following the retirement of the Accounting and Benefits Specialist. The proposed structure included the elimination of the Accounting and Benefits position and change and reclass the positions of Administrative Analyst I and II. The committee discussed the proposed changes and new structure.

CLOSED SESSION – 6:18 p.m.

4. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6(a) TO REVIEW THE DISTRICT’S POSITION ON SALARY AND BENEFITS FOR REPRESENTED EMPLOYEES

Agency Negotiators: Paula Macedo, General Manager, Michael Jarvis, LCW, and Lola Odunlami, Chair of the Personnel Committee

Titles: All represented employees (SEIU Local 2021)

5. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6

Agency Negotiators: Paula Macedo, General Manager, and Lola Odunlami, Chair of the Personnel Committee

Titles: Administrative Analyst I, Administrative Analyst II and Administrative Services Manager

RETURN TO OPEN SESSION – 8:01 p.m.

REPORT FROM CLOSED SESSION – No reportable actions.

6. EMPLOYEE HANDBOOK UPDATE DISCUSSION - Updates were made to the Employee Handbook and were under review by the employee organization. Staff sought recommendation from the committee to include the handbook for approval at the next Board meeting. The committee proposed minor changes and will recommend the handbook for approval at the next Board meeting.
7. BOARD AND STAFF ANNOUNCEMENTS – None.
8. ADJOURNMENT – 8:35 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Personnel Committee held on February 22, 2021.

Randall Diamond, 2021 Chair
Personnel Committee