

PERSONNEL COMMITTEE MEETING
MINUTES

A Committee meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, June 8, 2009, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Jose Saavedra, Chair
 Russ Belleci
 Peggie Howell
 Tim McDonough
 Richard Mank
 Daniel Pellegrini
 Kirk Thill
 Diane Wolcott

TRUSTEES ABSENT None

OTHERS PRESENT Craig Downs, General Manager

1. The Committee meeting was called to order at 7:00 p.m.
2. Roll call indicated that eight trustees were present and none were absent.
- 3.* PUBLIC INPUT ON NON AGENDA ITEMS

None.

4. APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETING HELD ON APRIL 13, 2009

A motion was made by Trustee McDonough to approve minutes from the Personnel Committee Meeting held on April 13, 2009, seconded by Trustee Howell. *Motion passed.*

5. REPORT ON EMPLOYEE HANDBOOK (Appendix I) - General Manager Craig Downs reviewed the proposed changes to the Employee Handbook. The policies on sick leave, prohibited conduct and meal & rest breaks were being modified to enhance the explanation of the policies. One new policy was introduced due to a new benefit, Flexible Spending Accounts. Comments included adding text messages to prohibited cell phone usage, emphasizing by underlining the sentence on how funds in the FSA can be forfeited and adding calendar year in the same sentence.

6. SALARY REVIEWS - Seven unrepresented position's salary ranges were reviewed. The committee looked at external comparisons within MVCAC agencies and within local public agencies, as well as compensation levels among internal positions. Recognition was given to various employees and as no position range was outside of customary parameters no recommendations for salary range adjustments above the approved COLA will be made this fiscal year. The committee instructed the general manager to do a review of these positions next year and bring back only those that may have lost ground to comps.

7. BOARD AND STAFF ANNOUNCEMENTS

Trustee Russ Belleci handed out a flyer on the ground breaking ceremony for Big Break Regional Shoreline's "Delta Discovery Experience".

8. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:00 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Personnel Committee held on April 5, 2010.



Kirk Thill, Chairperson
Personnel Committee