

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 7, 2010, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Kirk Thill, Chair
 Russ Belleci
 Jeff Bennett
 Peggie Howell
 Richard Mank
 Daniel Pellegrini
 Jim Fitzsimmons, Board President

TRUSTEES ABSENT None

OTHERS PRESENT Craig Downs, General Manager

1. The Committee meeting was called to order at 7:01 p.m.
2. Roll call indicated that seven 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 5, 2010

A motion was made by Trustee Pellegrini to approve minutes from the Personnel Committee Meeting held on April 5, 2010, seconded by Trustee Howell. *Motion passed.*
5. REPORT ON EMPLOYEE HANDBOOK (Appendix I) - General Manager Craig Downs reported that there were no proposed changes to the Employee Handbook.
6. SALARY REVIEWS - Four unrepresented position's salary ranges were reviewed, Accounting & benefits specialist; Administrative & Finance Manager; Information Technology Technician; and Vector Ecologist. 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. Therefore, no recommendations for salary range adjustments above the approved COLA will be made this fiscal year.

CLOSED SESSION

7. CONFERENCE WITH LABOR NEGOTIATORS

CONFERENCE WITH KIRK THILL, CHAIR OF PERSONNEL COMMITTEE, AND CRAIG DOWNS, GENERAL MANAGER, 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 the exception of the General Manager

RETURN TO OPEN SESSION - 7:56 pm

REPORT FROM CLOSED SESSION

The committee will recommend a 0.7% COLA for all non-contracted unrepresented employees.

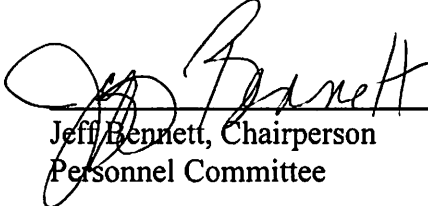
8. BOARD AND STAFF ANNOUNCEMENTS

None

9. 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 11, 2011.


Jeff Bennett, Chairperson
Personnel Committee