

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 6, 2011, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Jeff Bennett, Chair
 Russ Belleci
 Kristin Haegeland
 Peggie Howell
 Dick Mank
 Daniel Pellegrini
 Angela Micheals, Board President

TRUSTEES ABSENT Randall Diamond
 Richard Head

OTHERS PRESENT Craig Downs, General Manager

1. The Committee meeting was called to order at 7:00 p.m.
2. Roll call indicated that seven trustees were present and two were absent.

3.* PUBLIC INPUT ON NON AGENDA ITEMS

None.

4. APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETING HELD ON APRIL 11, 2011

A motion was made by Trustee Pellegrini to approve minutes from the Personnel Committee Meeting held on April 11, 2011, seconded by Trustee Mank. *Motion passed.*

5. REPORT ON EMPLOYEE HANDBOOK - General Manager Craig Downs reported that there were no recommended changes to the Employee Handbook this year.

6. EMPLOYEE BENEFITS COMPARISON (Appendices I & II) - General Manager Craig Downs reviewed the chart comparing benefits offered the District's employees compared to benefits offered in five local cities and five local special districts. District offered benefits were similar to the ten agencies reviewed. Trends in the five cities included capping employer contributions for health plans (require future increases be paid by the employee) and to look at increasing employee contribution rates to pension plans. It was noted that district employees currently have the highest contribution rate compared to the

ten agencies. District employee contribution rates range from 2.49-4.44%, while the range for the ten agencies surveyed were 0-2%.

7. SALARY REVIEWS - The Committee reviewed the salary ranges for the positions; Operations Manager, Program Supervisor and Community Affairs Representative and recommend no changes to any of the ranges. The committee directed the General Manager to include the Community Affairs Representative position in next years reviews.

CLOSED SESSION - 8:01

8. CONFERENCE WITH LABOR NEGOTIATORS

CONFERENCE WITH JEFF BENNETT, 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 - 8:15

REPORT FROM OPEN SESSION

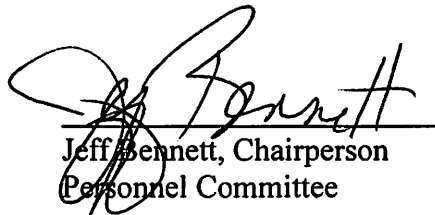
9. BOARD AND STAFF ANNOUNCEMENTS

none

10. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:17 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Personnel Committee held on October 17, 2011.


Jeff Bennett, Chairperson
Personnel Committee