

PERSONNEL COMMITTEE
MEETING MINUTES

A Personnel Committee meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, April 16, 2018, in the District office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT	Randall Diamond (Chair) Warren Clayton Perry Carlston Chris Cowen Mark Lewis Richard Mank Richard Means Lola Odunlami Daniel Pellegrini
TRUSTEES ABSENT	Richard Ainsley Peter Pay
OTHERS PRESENT	Paula Macedo, General Manager Natalie Jones, Administrative Assistant

1. The Committee meeting was called to order at 7:00 p.m.
2. Roll call indicated that nine trustees were present and two were absent.
3. PUBLIC INPUT AND NON AGENDA ITEMS

None.

4. APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETING HELD ON MARCH 12, 2018

** Motion was made by Trustee Pellegrini and seconded by Trustee Mank to approve minutes for the Committee meeting held on March 12, 2018. *Motion passed with 8 votes in favor and 1 abstention.*

CLOSED SESSION – 7:02PM

5. CONFERENCE WITH LABOR NEGOTIATORS

CONFERENCE WITH RANDALL DIAMOND, CHAIR OF PERSONNEL COMMITTEE AND PAULA MACEDO, GENERAL MANAGER, AS DISTRICT NEGOTIATORS, TO REVIEW THE DISTRICT'S POSITION ON SALARY AND BENEFITS FOR

REPRESENTED EMPLOYEES, PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6(a).

Titles: All represented employees (SEIU Local 1021)

RETURN TO OPEN SESSION – 7:18PM

REPORT FROM CLOSED SESSION – No reportable action.

6. PROPOSED CHANGE TO JOB DESCRIPTION AND SALARY REVIEW – General Manager Macedo presented the new structure for the Public Affairs department. Job responsibilities of the two employees in that department were evaluated and their job descriptions were updated, with new salary surveys to reflect those. New proposed job titles are Director of Public Information and Media and Director of Public Information and Technology. Discussion on the new structure followed and the committee concurred with the staff recommendation to change the job descriptions and the salary range. Recommendation will be brought before the full Board in May for consideration.

7. ADJOURNMENT - 7:36PM


I certify the above minutes were approved as read or corrected at a meeting of the Personnel Committee held on June 11, 2018.

AYES:

NOES:

ABSENT:

ABSTAIN:


Randall Diamond, Chair
Personnel Committee