

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.

*Minutes approved at the Personnel Committee
Meeting held on February 22, 2021 (via Zoom)*

Randall Diamond, 2021 Chair
Personnel Committee