

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 10, 2013, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Chris Cowen, Chair
 Soheila Bana
 Dick Mank
 Daniel Pellegrini
 Diane Wolcott
 Jeff Bennett, Board President

TRUSTEES ABSENT Rolando Villareal

OTHERS PRESENT Craig Downs, General Manager

1. The Committee meeting was called to order at 7:03 p.m.
2. Roll call indicated that six trustees were present and one was absent.

3.* PUBLIC INPUT ON NON AGENDA ITEMS

None.

4. APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETING HELD ON APRIL 8, 2013

A motion was made by Trustee Pellegrini to approve minutes from the Personnel Committee Meeting held on April 8, 2013, seconded by Trustee Mank. *Motion passed.*

5. EMPLOYEE HANDBOOK UPDATE - General Manager Downs reviewed requested changes or modifications to the Employee Handbook. The committee discussed the changes and will recommend them to the full board at the July meeting.

6. SALARY RANGE REVIEWS - The scheduled review of the salary ranges for the following positions was conducted; Administrative & Finance Manager; Accounting & Benefits Specialist; IT Technician; and Vector Ecologist. The position of assistant manager was discussed and it was the committees desire to promote an incumbent employee to that position and eliminate the position Admin & Finance Manager. The old assistant manager job description will be updated and brought to the full board in July for action. The position of IT Technician was discussed and a title change and salary range adjustment will be brought before the board in July, likewise salary range adjustment for the other two positions will be recommended.

CLOSED SESSIONS - 8:20 pm

7. CONFERENCE WITH LABOR NEGOTIATORS

CONFERENCE WITH CHRIS COWEN, CHAIR OF PERSONNEL COMMITTEE AND CRAIG DOWNS, GENERAL MANAGER, AS DISTRICT NEGOTIATORS, 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 one exception (General Manager)

RETURN TO OPEN SESSION - 8:55

REPORT FROM CLOSED SESSIONS - No report

8. BOARD AND STAFF ANNOUNCEMENTS

none

9. ADJOURNMENT - 9:01 pm

There being no further business, the meeting was adjourned at 7:30 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Personnel Committee held on August 27, 2013.



Chris Cowen, Chairperson
Personnel Committee