



155 Mason Circle  
Concord, CA 94520  
phone (925) 685-9301  
fax (925) 685-0266  
[www.contracostamosquito.com](http://www.contracostamosquito.com)

BOARD OF TRUSTEES  
***PERSONNEL COMMITTEE SPECIAL MEETING***  
***\*\*MONDAY, MARCH 17, 2025\*\****  
**AGENDA**  
**6:00 PM**

**TIME: 6:00 PM**

**LOCATION:** Hybrid meeting of the Board of Trustees  
Physically held at the District office located at  
**155 Mason Circle, Concord, CA 94520**

By teleconference at:

<https://us06web.zoom.us/j/89203585801?pwd=1bpoZDISN2xCeJE74b1fWZj0X1XzCQ.1>

Meeting ID: 892 0358 5801

Passcode: 117686

Members of the public may participate in the meeting via teleconference or in-person. Public comments may be submitted in advance of the meeting by emailing Paula Macedo at [pmacedo@contracostamosquito.com](mailto:pmacedo@contracostamosquito.com). Alternatively, members of the public may offer spoken comments when public comment is requested, either at the beginning of the meeting as to non-agenda items, or regarding an agenda item at the time the item is considered. Comments shall be limited to three minutes per person, unless different time limits are set by the Chairperson.

In compliance with the Americans with Disabilities Act, if you need a disability-related modification or accommodation to participate in this meeting, please contact Paula Macedo, General Manager, as early as possible, and at least 48 hours before the meeting at (925) 457-8464 or [pmacedo@contracostamosquito.com](mailto:pmacedo@contracostamosquito.com).

Supporting materials on agenda items are available for public review at the District's office at 155 Mason Circle, Concord, CA and on the District's website at [www.contracostamosquito.com](http://www.contracostamosquito.com). During the meeting, supporting materials are available in the Board Room.

*Protecting Public Health Since 1927*

BOARD OF TRUSTEES

President **PETER PAY** San Ramon • Vice President **KEVIN MARKER** Orinda • Secretary **DANIEL PELLEGRINI** Martinez

Antioch **Vacant** • Brentwood **VINOY MEREDDY** • Clayton **ERIC HINZEL** • Concord **PERRY CARLSTON** • Contra Costa County **CHRIS COWEN, JIM PINCKNEY, & DARRYL YOUNG**  
Danville **G. MARK GRAHAM** • El Cerrito **JIM DOLGONAS** • Hercules **DAMIAN WONG** • Lafayette **Vacant** • Moraga **JAMES FRANKENFIELD** • Oakley **MICHAEL KRIEG**  
Pinole **WARREN CLAYTON** • Pittsburg **RICHARD AINSLEY, PhD** • Pleasant Hill **JENNIFER HOGAN** • Richmond **CHRIS DUPIN** • San Pablo **Vacant** • Walnut Creek **PEGGIE HOWELL**

**AGENDA**

**1. CALL TO ORDER**

Roll Call  
Pledge of Allegiance

**2. AGENDA MANAGEMENT**

**3. PUBLIC INPUT ON NON-AGENDA ITEMS**

This time is reserved for members of the public to address the committee relative to matters of the District NOT on the agenda. No action may be taken on non-agenda items unless authorized by law. Public comments may be submitted as specified above and will be limited to three minutes per person.

**4. APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETING HELD ON FEBRUARY 3, 2025**

**5. DISCUSSION ON COMMITTEE CHARGES**

**CLOSED SESSION**

**6. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6**

Agency Negotiators: Paula Macedo, General Manager, and Chris Cowen, Chair of the Personnel Committee

Employee Group: Unrepresented employees with one exception (General Manager)

**RETURN TO OPEN SESSION**

**REPORT FROM CLOSED SESSION**

**7. BOARD AND STAFF ANNOUNCEMENTS**

**8. ADJOURNMENT**

I hereby certify that the District Board of Trustees Personnel Committee special meeting agenda was posted 5 days before the noted meeting.

\_\_\_\_\_  
Christine Widger, Customer Service Specialist

3/12/2025  
\_\_\_\_\_  
Date

**CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT**

**MARCH 17, 2025 PERSONNEL COMMITTEE MEETING**

1. No comment
2. **AGENDA MANAGEMENT** – Consider order of items.
3. **PUBLIC INPUT ON NON-AGENDA ITEMS**
4. **APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETING HELD ON FEBRUARY 3, 2025 (Pages 4-5)** – Minutes from Personnel Committee meeting held on February 3, 2025 were attached.
5. **DISCUSSION ON COMMITTEE CHARGES** – With the new Memorandum of Understanding (MOU) with SEIU 1021, which was approved by the Board at the March 10, 2025 meeting, there was a change in the grievance process, which will no longer involve the Personnel Committee. Therefore, the committee charges should be modified accordingly (*Page 6*).

**CLOSED SESSION**

6. **CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6**

Agency Negotiators: Paula Macedo, General Manager, and Chris Cowen, Chair of the Personnel Committee

Employee Group: Unrepresented employees with one exception (General Manager)

**RETURN TO OPEN SESSION**

**REPORT FROM CLOSED SESSION**

- 7-8. **BOARD AND STAFF ANNOUNCEMENTS / ADJOURNMENT** – No comment

**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, February 3, 2025, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT        Chris Cowen, Chair, Contra Costa County  
                                 Perry Carlston, Concord  
                                 G. Mark Graham,  
                                 Peter Pay, San Ramon  
                                 Daniel Pellegrini, Martinez

TRUSTEES ABSENT        Warren Clayton, Pinole

OTHERS PRESENT        Paula Macedo, General Manager  
                                 Stacy Stark, Human Resources and Administration Manager  
                                 David Wexler, Operations Manager  
                                 Christine Widger, Customer Service Specialist  
                                 Michael Jarvis, LCW

1.     CALL TO ORDER – Personnel Committee Chair Cowen called the meeting to order at 6:00 p.m.  
       Roll Call: A roll call indicated that five Trustees were present and one Trustee was absent.  
       Pledge of Allegiance
  
2.     AGENDA MANAGEMENT – Agenda was adopted by rule
  
3.     PUBLIC INPUT ON NON-AGENDA ITEMS – None
  
4.     APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETING HELD ON OCTOBER 29, 2024
  
- \*\*     Motion was made by Trustee Pellegrini and seconded by Trustee Carlston to approve the minutes from the Personnel Committee meeting held on October 29, 2024. *Motion passed unanimously.*
  
5.     COMMITTEE DISCUSSION ON THE PROPOSED ELIMINATION OF THE CLASSIFICATIONS OF MECHANIC II AND MECHANIC/TECHNICIAN – The committee discussed the classification of Mechanic II, which had been unfunded since the retirement of the mechanic in March of 2019, at which point the position of Mechanic/Technician was created in an attempt to combine the tasks of a mechanic with those of a technician, as the mechanic job could no longer fulfill a full-time job. That position has been vacant and unfunded since October 2021. The committee will recommend the elimination of both classifications during the following Board meeting.

CLOSED SESSION – 6:10 p.m.

6. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6

Agency Negotiators: Paula Macedo, General Manager, Michael Jarvis, LCW, and Peter Pay, Chair of the Personnel Committee

Employee Group: All represented employees (SEIU 1021)

RETURN TO OPEN SESSION – 6:55 p.m.

REPORT FROM CLOSED SESSION – no reportable action

7. JOB DESCRIPTIONS AND TITLES UPDATES – Human Resources and Administration Manager Stark presented the updates to the job descriptions and titles below to more accurately reflect the work performed by those classifications. The committee discussed the updates and will recommend Board approval at the next meeting.

- A. Public Information and Technology Officer
- B. Public Affairs Director
- C. Program Supervisor
- D. Scientific Programs Manager
- E. Vector Ecologist I
- F. Vector Ecologist II
- G. IT Systems Administrator

8. BOARD AND STAFF ANNOUNCEMENTS - None

9. ADJOURNMENT – 7:12 p.m.

I certify the above minutes were approved as read or corrected at a special meeting of the Personnel Committee held on March 17, 2025.

---

Chris Cowen, 2025 Personnel Committee Chair

**Contra Costa Mosquito and Vector Control District  
2025 Board of Trustee Standing Committees**

Committee	Charge	Frequency
Advance Planning	Review and update long range plans such as the Five Year Plan	Annually
	Complete update of the Five Year Plan	Every 5 years
Audit	Approve the overall audit scope and review audit draft and internal controls	Annually
	Evaluate auditor performance	Annually
	Oversee insurance programs	As needed
	Periodically send out RFPs for audit services, interview auditors and submit recommendations to the Board	As needed
Budget <sup>1</sup>	Review preliminary budget, submit recommendations and proposed budget to the Board	Annually
	Review investment practices, polices and investment transfers, submit recommendations to the Board	Annually
Executive <sup>2</sup>	Review General Manager's performance	As needed
	Review contractual or potential liability issues	As needed
	Review items of significant impact to the District	As needed
	Review and update Board Policies, submit recommendations to the Board	As needed
Personnel <sup>1</sup>	Review and update Employee Handbook	Periodically
	Review proposed salary/wage changes	As needed
	Review proposed reclassifications and new positions	As needed
	Review employee benefits, submit recommendations to the Board	Periodically
	Act as first Review Board of personnel grievance procedures	As needed
	Meet as necessary and bring personnel matters to the attention of the Board as a whole	As needed
	Make recommendations on any of the above items	As needed

<sup>1</sup> - Vice President shall serve as Chairperson of either of these committees

<sup>2</sup> - Comprised of President, Vice President, Secretary, Past President, Budget and Personnel Committee Chairs

\*President assigns committee chairs after Vice President assignment is made.

\*Trustees sign up for committees at January Board Meeting

\*If committees are not balanced, President can reassign Trustees to balance their numbers