

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 11, 2012, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Randall Diamond
 Dick Mank
 Daniel Pellegrini
 Diane Wolcott
 Soheila Bana, Board President

TRUSTEES ABSENT Jeff Bennett, Chair
 Russ Belleci

OTHERS PRESENT Craig Downs, General Manager

1. The Committee meeting was called to order at 7:02 p.m. by President Bana.

2. Roll call indicated that five 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 9, 2012

A motion was made by Trustee Pellegrini to approve minutes from the Personnel Committee Meeting held on April 9, 2012, seconded by Trustee Mank. *Motion passed.*

5. EMPLOYEE HANDBOOK UPDATE (Appendix I) - General Manager Downs reviewed recommended changes and modifications to the Employee Handbook. The committee discussed several items and directed General Manager Downs to make several edits. The committee will recommend the final changes to the full board in July.

6. SALARY RANGE REVIEWS

Titles: Administrative Secretary
 Biologist
 Community Affairs Representative
 Public Affairs Manager
 Receptionist/Clerk

Scientific Programs Manager
Vector Ecologist II

General Manager Downs reviewed the districts organizational chart with recommended salaries with the committee. A comparison of salaries related to state-wide urban mosquito and vector control districts as well as local public agencies was provided for each position. The discussion on the salary ranges ensued.

A motion was made by Trustee Wolcott to recommend to the full board the proposed salary range adjustments as presented, seconded by Trustee Bana. *Motion passed*

CLOSED SESSION - 8:18

7. CONFERENCE WITH LABOR NEGOTIATORS

CONFERENCE WITH JEFF BENNETT, 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 - 8:35 pm

REPORT FROM CLOSED SESSION

No report from closed session.

8. BOARD AND STAFF ANNOUNCEMENTS

none

9. ADJOURNMENT - 8:30 pm

There being no further business, the meeting was adjourned at 8:39 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Personnel Committee held on April 8, 2013.


Chris Cowen, Chairperson
Personnel Committee