

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, April 18, 2016, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Richard Ainsley
 Dick Mank
 Daniel Pellegrini

TRUSTEES ABSENT Chris Cowen
 Randall Diamond, Board President
 Peggie Howell, Chair
 Richard Means
 Lola Odunlami

OTHERS PRESENT Craig Downs, General Manager

1. The Committee meeting was called to order at 7:10 p.m.
2. Roll call indicated that three trustees were present and five were absent.
 NO QUORUM PRESENT
- 3.* **PUBLIC INPUT ON NON AGENDA ITEMS**

 None.
4. **APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETING HELD ON JUNE 15, 2015**

 No action due to lack of a quorum
5. **UPDATE ON PROCESS AND REVIEW FOR PERSONNEL, SALARY AND BENEFIT ADJUSTMENTS** - General Manager Downs reviewed the process for the committee and gave an estimate of the number and extent of items coming up for consideration.
6. **REPORT ON POTENTIAL STAFFING** - General Manager Downs reviewed the five year plan personnel projections and long range financial planning documents. The Advanced Planning Committee will be presenting the Five Year Plan 2016-2020 at the May Board of Trustees meeting.
7. **EMPLOYEE HANDBOOK UPDATE** - General Manager Downs gave an overview of

changes or modifications to the Employee Handbook expected to be brought before the committee in June for consideration.

8. BOARD AND STAFF ANNOUNCEMENTS

none

9. ADJOURNMENT -

There being no further business, the meeting was adjourned at 7:45 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Personnel Committee held on June 13, 2016.

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Peggie Howell, Chairperson
Personnel Committee