

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 12, 2017, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT      Randall Diamond, Chair  
                                 Soheila Bana  
                                 Perry Carlston  
                                 Chris Cowen  
                                 Dick Mank  
                                 Richard Means  
                                 Daniel Pellegrini  
                                 Peggie Howell , President

TRUSTEES ABSENT      Richard Ainsley

OTHERS PRESENT      Craig Downs, General Manager

1.      The Committee meeting was called to order at 7:00 p.m.
2.      Roll call indicated that eight trustees were present and three were absent.

3 \*      PUBLIC INPUT ON NON AGENDA ITEMS

None.

4.      APPROVAL OF MINUTES FROM PERSONNEL COMMITTEE MEETING HELD ON APRIL 17, 2017.

A motion was made by Trustee Pellegrini to approve minutes from the Personnel Committee Meeting held on April 17, 2017, seconded by Trustee Cowen. *Motion passed unanimously.*

5.      EMPLOYEE HANDBOOK UPDATE - General Manager Downs reviewed the proposed changes or modifications to the Employee Handbook to be brought before the full board in July for consideration. A discussion ensued.

A motion was made by Trustee Pellegrini to recommend the list of changes to the Employee Handbook to the full board in July, seconded by Trustee Means. *Motion passed unanimously.*

6.      SALARY RANGE REVIEWS - The scheduled review of the salary range for the following positions was conducted; Assistant Manager, and Program Supervisor. After

discussing the overall market comparisons it was determined that both position's salary ranges reviewed were determined to be in appropriate market range.

7. **PROPOSED NEW POSITION**

Title(s): To Be Determined

After discussion, the committee concurred with the staff recommendation to plan and budget for one additional staff position to be determined after the hiring of the next general manager.

CLOSED SESSIONS - 7:27 pm

8. CONFERENCE WITH LABOR NEGOTIATORS

CONFERENCE WITH PEGGIE HOWELL, 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 - 7:38

REPORT FROM CLOSED SESSION - The committee voted to recommend to the full board in July a 2.7% salary increase to all steps for unrepresented job classes with one exception (general manager).

9. BOARD AND STAFF ANNOUNCEMENTS

none

10. ADJOURNMENT - 7:46 pm

A motion was made by Trustee Pellegrini to adjourn, seconded by Trustee Means.  
*Motion passed unanimously.*

I certify the above minutes were approved as read or corrected at a meeting of the Personnel Committee held on December 11, 2017.

  
Randall Diamond, Chair  
Personnel Committee