

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 13, 2016, in the District Office at 155 Mason Circle, Concord, California.

TRUSTEES PRESENT Peggie Howell, Chair
 Dick Mank
 Chris Cowen
 Lola Odunlami
 Daniel Pellegrini

TRUSTEES ABSENT Richard Ainsley
 Richard Means
 Randall Diamond, President

OTHERS PRESENT Craig Downs, General Manager
 Ray Waletzko, Assistant Manager

1. The Committee meeting was called to order at 7:00 p.m.
2. Roll call indicated that five 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 JUNE 15, 2015.

A motion was made by Trustee Pellegrini to approve minutes from the Personnel Committee Meeting held on June 15, 2015, 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 Mank. *Motion passed unanimously.*

6. SALARY RANGE REVIEWS - The scheduled review of the salary range for the following positions was conducted; Accounting & Benefits Specialist, Assistant

Manager, IT Technician, Scientific Programs Manager and Vector Ecologist. After discussing the overall District chart of accounts and market comparisons, the following actions were taken:

A motion was made by Trustee Pellegrini to recommend to the full board in July, an increase to the salary range, Accounting and Benefits Specialist, of 2.5%, seconded by Trustee Cowen. *Motion passed unanimously.*

A motion was made by Trustee Howell to recommend to the full board in July, an increase to the salary range, Assistant Manager, of 4.0%, and to reconsider this salary range and job description again next year, seconded by Trustee Cowen. *Motion passed unanimously.*

A motion was made by Trustee Pellegrini to recommend to the full board in July, an increase to the salary range, Information Technology Technician, of 2.5%, seconded by Trustee Odunlami. *Motion passed. Ayes: Howell, Pellegrini, Odunlami. Nays: Cowen, Mank*

All other salary ranges reviewed were determined to be in appropriate market range.

7. PROPOSED NEW POSITION

Title(s): Vector Source Reduction Specialist

The committee reviewed the proposed job description and discussed the role of the position. A motion was made by Trustee Pellegrini to recommend approval of the new position and job description, Vector Source Reduction Specialist, to the full board in July, seconded by Trustee Mank. *Motion passed unanimously.*

8. PROPOSED NEW JOB DESCRIPTION

Title(s): Administrative Assistant

The committee reviewed the proposed job description and discussed the role of the position. A motion was made by Trustee Pellegrini to recommend approval of the new position and job description, Vector Source Reduction Specialist, to the full board in July, seconded by Trustee Cowen. *Motion passed unanimously.*

CLOSED SESSIONS - 8:40

9. 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 - 8:43

REPORT FROM CLOSED SESSION - The committee voted to recommend to the full board in July a 2.2% salary increase to all steps for unrepresented job classes with one exception (general manager).

10. BOARD AND STAFF ANNOUNCEMENTS
none

11. ADJOURNMENT -

There being no further business, the meeting was adjourned at 8:47 p.m.

I certify the above minutes were approved as read or corrected at a meeting of the Personnel Committee held on April 17 , 2017.


Randall Diamond, Chair
Personnel Committee