

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 27, 2023, via teleconference.

TRUSTEES PRESENT Wade Finlinson, Chair, Antioch
Richard Ainsley, Pittsburg
Perry Carlston, Concord
Warren Clayton, Pinole
Chris Cowen, Contra Costa County
Michael Krieg, Oakley
Daniel Pellegrini, Martinez
Jim Murray, 2023 Board President, Walnut Creek

TRUSTEES ABSENT Randall Diamond, Danville

OTHERS PRESENT Paula Macedo, General Manager
Stacy Stark, Human Resources & Risk Manager

1. CALL TO ORDER – Personnel Committee Chair Finlinson called the meeting to order at 6:02 p.m.
Roll Call: A roll call indicated that eight 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 NOVEMBER 17, 2022
- ** Motion was made by Trustee Pellegrini and seconded by Trustee Carlston to approve the minutes from the Personnel Committee meeting held on November 17, 2022. *Motion passed unanimously.*
5. JOB DESCRIPTION REVIEW – Human Resources and Risk Manager Stark provided information to the Board regarding the revisions to the job description, and proposed the combination of the Vector Control Technician I, II, and Vector Control Inspector job descriptions into one single job description. The previously approved job description for the Vector Control I position, with changes tracked in the document, was included with the agenda, as well as a clean copy of the proposed job description. The previously approved job descriptions for VCT II and VCI were also included. The committee agreed

with the proposed changes and will recommend those for Board approval at the next Board meeting.

Titles: Vector Control Technician I, II, and Vector Control Inspector

CLOSED SESSION

6. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6 – Agency Negotiators: Paula Macedo, General Manager, and Wade Finlinson, Chair of the Personnel Committee

Titles: Human Resources and Administration Manager and Financial Administrator

REPORT FROM CLOSED SESSION – no reportable action

7. BOARD AND STAFF ANNOUNCEMENTS - None
8. ADJOURNMENT – 6:52 p.m.

I certify the above minutes were approved as read or corrected at a special meeting of the Personnel Committee held on March 18, 2024.

Peter Pay
2024 Personnel Committee Chair