



Memo To: Board of Directors
From: Janette Stuart, Admin. Services Sup.
Subject: Personnel Committee meeting of February 24, 2011
Date: March 1, 2011

On February 24, 2011 at 6:00 p.m. CVSD Directors Ralph Johnson and Danny Akagi met as the Personnel Committee. General Manager, Roland Williams and Administrative Services Supervisor, Janette Stuart were also in attendance. Kevin Dip, Collection System Maintenance Worker was also in attendance.

1. Call to Order.

Chair Johnson called the meeting to order at 6:10 p.m.

2. Items from the Public.

There were no members of the public in attendance.

7. Adjournment to Closed Session (one item).

Chair Johnson adjourned the meeting to closed session at 6:12 p.m.

A. Reconvene to Open Meeting and report on any action taken in Closed Session.

Chair Johnson reconvened to open meeting at 6:35 p.m. and reported no action was taken.

3. Review Draft Policies & Procedures Manual updates.

Mrs. Stuart began the review of the draft Policies & Procedures Manual using the memo dated Feb. 24, 2011. The Social Media Guidelines, Policy 2271 has been reviewed by the Public Relations Committee and brought to Personnel Committee as a new policy for addition into the 2011 manual. The Respiratory Protection Program, Policy 3017 is recommended by David Patzer of CSRMA and brought to the Committee for inclusion in the 2011 manual. The Committee also reviewed Standard Sample Large Construction Contract Agreement, Policy 3042 which had been reviewed by District Counsel. The Committee discussed the dollar value and insurance coverage amounts. Nineteen additional policies were reviewed and discussed by the Committee. Some edits were recommended and will be included in the 2011 manual. Director's Health Insurance, Policy 4035 was suggested to be brought back to the March 1, 2011 meeting with staff's edits. The Committee commended staff on a job well done during the 2011 administrative review process.

4. *Live Scan Fingerprinting Program.*

Mrs. Stuart gave a brief update on the program stating the Solid Waste Department would be participating and she would administer the program. A resolution regarding the program will be brought to the Board on March 1, 2011 for their adoption.

5. *Office Assistant for Solid Waste Department status update.*

Mrs. Stuart reported a total of 365 applications received. 270 were complete packets, 88 were incomplete and 7 were received after the deadline. Staff had completed the review and six candidates are invited for oral interviews on March 3, 2011. It is anticipated the new candidate will begin on March 28, 2011.

6. *Miscellaneous Comments from Committee Members and Staff.*

Chair Johnson reported that he and Manager Williams attended the Solar Groundbreaking Ceremony that afternoon at Oro Loma Sanitary District.

Manager Williams sought clarification from the Committee regarding the salary freeze for the next two years. Step Increases will be granted for those eligible to receive them. No cost of living adjustments apply to the salary schedule for the period of March 1, 2011 thru February 28, 2013.

8. *Adjournment of Meeting.*

Chair Johnson adjourned the meeting at 8:04 p.m.