

CROCKETT COMMUNITY SERVICES DISTRICT

Personnel Committee Meeting

AGENDA FOR TUESDAY, FEBRUARY 13, 2024

TIME: 4:00 PM

PLACE: Crockett Community Center, 850 Pomona Avenue, Crockett

The Personnel Committee is an agent of the Crockett Community Services District.

1 CALL TO ORDER – ROLL CALL

2 CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER

3 PUBLIC COMMENTS ON NON-AGENDA ITEMS:

(The Commission is prohibited from discussing items not on this agenda. Matters brought up that are not on the agenda may be referred to staff for action or calendared for a future date.)

4. CONSENT CALENDAR: Consideration of a motion to approve the following item:

- a. Approve Minutes of January 9, 2024.

5. ADMINISTRATION:

- a. Receive report on actions taken by the District Board.
- b. Consider salary increase for Recreation Division Manager.

6. REPORTS/COMMENTS FROM COMMITTEE MEMBERS: *(These items are typically for the exchange of information only. No action will be taken at this time.)*

7. FUTURE AGENDA ITEMS:

8. ADJOURNMENT: to March 12, 2024.

You will find the Minutes of this meeting posted on our website at <http://www.town.crockett.ca.us/meetings>
Visit our website for more information on meetings and activities of the Crockett Community Services District and the towns of Crockett and Port Costa on the picturesque Carquinez Strait of the San Francisco Bay.

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Board Personnel Committee

of the Crockett Community Services District

FOR REVIEW

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MINUTES OF REGULAR MEETING, JANUARY 9, 2024

1. CALL TO ORDER: Chair Cusack called The meeting to order at 4:10 pm. Present: Commissioners Cusack, Martinez, and Spinner; Staff: Interim General Manager (IGM)/District Secretary (DS) Rivas, Administrative Services Manager Goodman, Absent: committee members Wais and Wilson.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENT ON NON-AGENDA ITEMS: None.
4. CONSENT CALENDAR: Minutes for November 14, 2023, were approved with corrections (Matinez 1st, Cusack 2nd, 2/0, 1 abstain, 2 absent)
5. ADMINISTRATION:
 - a. REPORT ON ACTIONS BY THE BOARD: Nick Spinner and Diana Martinez will step in as president and vice president respectively at the January meeting. Director Peterson announced that he will not complete his term but plans to serve until a replacement has been identified and will serve through the 30-day posting period. Mark Manzione and Scott Bartlebaugh will step in as chair and vice chair respectively for Crockett Sanitary (CVSAN). The meeting and holiday schedule were approved. The District Secretary has been tasked with preparing a resolution to formally approve Martin Luther King, Cesar Chavez Day, and Juneteenth as official holidays.
 - b. UPDATE ON AD HOC COMMITTEE: Ms. Martinez reported that the ad hoc for personnel has not met in January but a meeting is scheduled for January 23rd. Ms. Martinez reported that the ad hoc committee's recommendations circumvent the Personnel Committee and are presented directly to the Board. The recommendations will be presented to the Board as sections are completed. The District Code should be reviewed annually with Staff doing an initial review. Ms. Martinez recommended that a policy committee be created and present sections monthly to address updates to the District Code. The District Code changes should be reviewed annually.
6. REPORTS/COMMENTS FROM COMMITTEE MEMBERS: Chair Cusack asked that initials be expanded to spell out the names of the members in the minutes for clarity. A discussion was had regarding the review process: the Personnel Committee distributes and tabulates the commissioner and Board reviews for the general manager and district secretary; they do not make any recommendations. The general manager reviews the

district engineer, administrative services manager, sanitary department manager, and recreation manager. The recreation manager reviews all recreation staff.

7. FUTURE AGENDA ITEMS: None.
8. ADJOURNMENT: The meeting was adjourned at 5:20 PM until March 4, 2024.