



CITY OF AZUSA  
 MINUTES OF THE PERSONNEL BOARD  
 DATE: November 30, 2016

A regular meeting of the Personnel Board was called to order at 7:00 p.m. in the West Wing conference Room by Chair, Fernando Rubio Jr.

ATTENDANCE	Personnel Board Members: Chair Fernando Rubio Jr., Vice Chair, Ralph Ruiz , Mercedes Castro and Carlos Ramos Staff Present: Adrian Garcia, Chief Deputy City Clerk Traci Bailey, Human Resources Technician Sam Fleming, Police Captain
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PUBLIC COMMENT	NONE
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APPROVAL OF MINUTES	Motion: Ramos/Ruiz - to approve the minutes of October 11, 2016. Approved 4-0. Rubio Jr., Ruiz, Castro, Ramos: Ayes: (4) Nays: (0) Abstain: (0)
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5. CLOSED SESSION:

CLOSED SESSION <small>(Govt. Code section 54957-        Public Employee        Performance Evaluation)</small>	Ruiz/Castro - to move to closed session at 7:01 p.m. Approved 4-0. Rubio Jr., Ruiz, Castro, Ramos Ayes: (4) Nays: (0) Abstain: (0) Ruiz/Castro - to reconvene at 7:31 p.m. Approved 4-0. Rubio Jr. ,Ruiz, Castro, Ramos: Ayes: (4) Nays: (0) Abstain: (0)
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Merit Increases, Regular appointment and/or Flexible Staffing Promotion Appointment Recommendations	Motion: Castro/Ramos - to recommend approval of merit increases, regular appointment and/or flexible staffing promotional appointments for the following items listed as <b>5A-F</b> , pursuant to the Performance Appraisal Procedures. Approved 4-0. Rubio Jr., Ruiz, Castro, Ramos: Ayes: (4) Nays: (0) Abstain: (0)
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	Dept	Name	Classification	Type of Action/ Effective Date	Range/ Step Base Mo.
A	PD	Chandra LaPorte	Police Dispatcher	Merit Increase 9/2/2016	9166/2 \$4,384.79
B	UTL	Melissa Barbosa	Water System Engineer	Regular Appointment 9/21/2016	3435/5 \$8,737.00
C	UTL	Jose Palacios	Water Distribution Worker I	Merit Increase 10/6/2016	5167/4 \$4,748.22
D	UTL	Feliza Sagun	Utilities Communications & Environmental Programs Specialist	Merit Increase Regular Appointment 10/19/2016	3306/4 \$6,408.52

E	UTL	Felix Zarate	Water Distribution Equipment Operator	Merit Increase Regular Appointment 10/25/2016	5188/2 \$5,277.88
F	HR	Lislene Ledezma	Human Resources Technician	Merit Increase 11/4/2016	4174/4 \$4,952.54

Merit Increases, Regular appointment and/or Flexible Staffing Promotion Appointment Recommendations	Motion: Castro/Ramos – Pursuant to the Performance Appraisal Procedures, Board Members further directed the Personnel Officer to request the supplemental documentation further for action Agenda item <b>5G</b> , which was not approved. Approved 4-0. Rubio Jr., Castro, Ramos, Ruiz: Ayes: (4) Nays: (0) Abstain: (0)
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	Dept	Name	Classification	Type of Action/ Effective Date	Range/ Step Base Mo.
G	PW	Phillip Flores	Engineering Assistant	Merit Increase 10/22/2016	4186/4 \$5,552.26

6. OPEN SESSION ITEMS

A. RECRUITMENT REQUEST – <b>OPEN-COMMUNITY IMPROVEMENT INSPECTOR</b>	Motion: Ruiz/Ramos -pursuant to Section 5.5.2 Open/Competitive Rules of the Civil Service System. Approved 4-0. Rubio, Jr., Ruiz, Castro, Ramos: Ayes: (4) Nays: (0) Abstain: (0)
B. RECRUITMENT REQUEST – <b>OPEN-BUILDING TECHNICIAN</b>	Motion: Ramos/Castro -pursuant to Section 5.5.2 Open/Competitive Rules of the Civil Service System. Approved 4-0. Rubio, Jr., Ruiz, Castro, Ramos: Ayes: (4) Nays: (0) Abstain: (0)
C. RECRUITMENT REQUEST – <b>PROMOTIONAL - POLICE DISPATCHER</b>	Motion: Ruiz/Castro -pursuant to Section 5.5.3 Promotional Examinations of the Rules of the Civil Service System. Approved 4-0. Rubio, Jr., Ruiz, Castro, Ramos: Ayes: (4) Nays: (0) Abstain: (0)

COMMENTS, UPDATES AND/OR REPORTS	<ol style="list-style-type: none"> <li>1. There was an update provided on the status of the election process for a new Personnel Board member elected by the employees of the City of Azusa. The Personnel Board asked for clarification on the eligibility of Personnel Board members who volunteer with the City.</li> <li>2. There was discussion on drafting a Public Comment Card for use during the Public Comment section of our Personnel Board meetings. Mr. Rubio Jr., also requested some standard rules of decorum in terms of how the Personnel Board should be addressed by members of the public.</li> <li>3. There was discussion on the cancellation of the December 27, 2016 Personnel Board meeting and this item will be added to the agenda of our December 13, 2016 meeting.</li> </ol>
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ADJOURNMENT	Motion: Ruiz/Castro - to adjourn the meeting at 8:00 p.m. Approved 4-0. Rubio Jr., Ruiz, Castro, Ramos: Ayes: (4) Nays: (0) Abstain: (0)
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OPEN SESSION AGENDA ITEM NO:	5
DATE APPROVED:	12-13-16