



CITY OF AZUSA
 MINUTES OF THE PERSONNEL BOARD
 DATE: January 8, 2019

A regular meeting of the Personnel Board was called to order at 7:03 p.m. in the West Wing conference Room by Chair, Fernando Rubio Jr.

ATTENDANCE	Personnel Board Members: Chair Fernando Rubio Jr., Mercedes Castro and Carlos Ramos Staff Present: Tanya Bragg, Director of HR & Risk Management Lislene Ledezma, HR/Risk Management Analyst Motion to excuse Ralph Ruiz: Castro/Ramos Approved 3-0. Rubio Jr., Castro and Ramos: Ayes: (3) Nays: (0) Abstain: (0)
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FLAG SALUTE

PUBLIC COMMENT	None
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APPROVAL OF MINUTES	Motion: Castro/Ramos to approve the amended minutes of December 11, 2018. Approved 3-0. Rubio Jr., Castro and Ramos: Ayes: (3) Nays: (0) Abstain (0)
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6. CLOSED SESSION:

CLOSED SESSION <small>(Govt. Code section 54957- Public Employee Performance Evaluation)</small>	Personnel Board moved to Closed Session at 7:05 p.m. Personnel Board Reconvened at 7:20 p.m.
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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 6B-6I , pursuant to the Performance Appraisal Procedures. Item 6A was rescheduled to a date to be determined. The Board stated they like the memos regarding the late evaluations. It helps keep everyone on track. They are concerned about Adrian at City Clerk not getting the evaluation notices and Tanya informed the board we will send the notice directly to him and the City Manager. Approved 3-0. Rubio Jr., Castro and Ramos: Ayes: (3) Nays: (0) Abstain: (0).
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ITEM	DEPT	NAME	CLASSIFICATION	TYPE OF ACTION / EFFECTIVE DATE	RANGE/STEP BASE MO.
B	Finance	Michelle Honis	Assistant Director of Finance	Merit Increase 10/10/2018	3344/3 \$7,448.44
C	City Clerk	Annette Juarez	Assistant Chief Deputy City Clerk	Merit Increase/Reg Appt 10/9/2018	3243/4 \$5,823.16
D	Police	Mike Bertelsen	Police Captain	Regular Appointment 12/18/2018	3482/4 \$14,071.63
E	Police	Robert Landeros	Police Lieutenant	Merit Increase 11/08/2018	3423/4 \$11,855.34
F	Police	Fernando Vasconcelos	Police Sergeant	Merit Increase 12/3/2018	3416/2 \$9,010.51
G	Police	Jesus Carrillo	Police Officer	Merit Increase 12/19/2018	6101/5 \$7,874.78
H	Public Works	Shirley Alvarez	Bus Driver	Regular Appointment 12/18/2018	4158/5 \$4,502.75
I	Utilities	Abdul Qadeer	Electrical Engineer	Merit Increase 12/19/2018	3448/4 \$8,720.28

7. OPEN SESSION:

<p>A. RECRUITMENT REQUEST- PROMOTIONAL-POLICE SERGEANT</p>	<p>Motion: Castro/Ramos – (pursuant to Sections 5.5.2 and 5.5.3 of the Rules of the Civil Service System). Approved 3-0. Rubio Jr., Castro and Ramos Ayes: (3) Nays: (0) Abstain: (0)</p>
<p>B. RECRUITMENT REQUEST- OPEN-POLICE OFFICER (Trainee/Lateral/Pre-Service)</p>	

<p>COMMENTS, UPDATES AND/OR REPORTS</p>	<p>Tanya updated the Board on the vacancy. She is going to have the bargaining groups speak with the 2 applicants to see if any of them are interested.</p> <p>Tanya also mentioned during the next meeting there will be a vote on the board duties.</p> <p>Mercedes Castro has a meeting on January 22, 2019 from 5:30 p.m. until 6:30 p.m. and asked if the meeting can start early. Carlos stated he may not attend so we are going to see who is attending first and make the determination on the early start.</p> <p>The next Personnel Board meeting is scheduled for Tuesday, January 22, 2019.</p>
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ADJOURNMENT	Meeting adjourned at 7:33 p.m. Motion: All Approved 3-0. Rubio Jr., Castro and Ramos Ayes: (3) Nays: (0) Abstain: (0)
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OPEN SESSION AGENDA ITEM NO:	5
DATE APPROVED:	1/8/2019