



CITY OF AZUSA
 MINUTES OF THE PERSONNEL BOARD
 DATE: January 22, 2019

A regular meeting of the Personnel Board was called to order at 6:33 p.m. in the West Wing conference Room by Chair, Fernando Rubio Jr.

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

PUBLIC COMMENT	None
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APPROVAL OF MINUTES	Motion: Castro/Ruiz to approve the minutes of January 8, 2018. Approved 3-0. Rubio Jr., Castro and Ruiz: 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 6:34 p.m. Personnel Board Reconvened at 6:39 p.m.
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Merit Increases, Regular appointment and/or Flexible Staffing Promotion Appointment Recommendations	Motion: Castro/Ruiz - to recommend approval of merit increases, regular appointment and/or flexible staffing promotional appointments for the following items listed as 6A-6D , pursuant to the Performance Appraisal Procedures. Item 6A had the incorrect appraisal dates and will be corrected. It was approved. Approved 3-0. Rubio Jr., Castro and Ruiz: Ayes: (3) Nays: (0) Abstain: (0).
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ITEM	DEPT	NAME	CLASSIFICATION	TYPE OF ACTION / EFFECTIVE DATE	RANGE/STEP BASE MO.
A	Econ/CD	Yadira Cardenas	Community Improvement Inspector	Merit Increase 11/22/2018	4171/3 \$4718.52
B	Econ/CD	Christopher Davis	Building Inspector I	Regular Appointment 12/18/2018	4196/5 \$6468.14
C	Econ/CD	Summer Huval	Building Technician	Merit Increase 10/24/2018	4174/3 \$4774.60
D	Utilities	Carlos Paredes III	Apprentice Line Mechanic	Merit Increase/Reg Appt 1/2/2019	5204/2 \$6730.60

7. OPEN SESSION:

A. RECRUITMENT REQUEST- PROMOTIONAL-SENIOR POWER RESOURCES PLANNER	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 Ruiz Ayes: (3) Nays: (0) Abstain: (0)
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COMMENTS, UPDATES AND/OR REPORTS	<p>Mike Messina, Consultant at Messina & Associates, provided an overview of the initiative for the City Wide Succession Plan Program. The goal is to engage interested employees in creating their own specific career/education development plan with the assistance of a mentor and/or coach. The employee’s specific plan will be routinely monitored by their coach to ensure completion. Mr. Messina also discussed the program will focus on interpersonal and technical skills which are necessary to develop great leaders in organizations. Next steps, Ms. Bragg and Mr. Messina will present the Success Plan Program to all of Bargaining Associations, Supervisors and Managers, develop a committee, and roll-out comprehensive training plan. This program is voluntary for employees interested and serious about making their career and education goals come true.</p> <p>The Personnel Board thought the City is headed in the right direction and the Success Plan is a great idea to address increase employee engagement, turnover, job satisfaction, innovation and the development of our future leaders.</p>
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ADJOURNMENT	Meeting adjourned at 7:06 p.m. Motion: All Approved 3-0. Rubio Jr., Castro and Ruiz Ayes: (3) Nays: (0) Abstain: (0)
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OPEN SESSION AGENDA ITEM NO:	5
DATE APPROVED:	1/22/2019