



**CITY OF AZUSA  
MINUTES OF THE PERSONNEL BOARD  
MAY 22, 2012**

A regular meeting of the Personnel Board was called to order at 7:13 p.m. in the West Wing Conference Room - South by Joseph Guarrera, Personnel Board Member.

**ATTENDANCE** Personnel Board Members: Frank Allen, Chair, Joseph Guarrera, Fernando Rubio Jr., and Ralph Ruiz

**ABSENCE** **Rubio/Ruiz** – to excuse Fred A. Madjar. Approved 4 to 0.

Staff Liaison: Kermit Francis, Interim Director of Human Resources, and Noel Carpenter, Human Resources Technician  
Also Present: Conal McNamra, Assistant Director of Economic and Community Development, and Mike Lee, Resident of the City of Azusa

**APPROVAL OF MINUTES**  
05/08/2012 **Guarrera/Ruiz** – to approve the minutes. Approved 4 to 0.

**CLOSED SESSION**  
(Govt. Code Section 54957-Public Employee Performance Evaluation)  
**Rubio/Ruiz** - to move to closed session at 7:15 pm. Approved 4 to 0.  
**Rubio/Guarrera** - to reconvene at 7:35 PM. Approved 4 to 0.

Merit Increases, Regular appointment and/or Flexible Staffing Promotion Appointment Recommendations  
**4.A – 4.D – Rubio/Ruiz** - to recommend approval of Merit Increases and/or Regular Appointments and/or Flexible Staffing promotional appointments for the following item listed as 4.A- 4.D. Approved 4 to 0.

**4.A - Flexible Staffing Promotional Appointment Recommendations.**

	Name	From Classification/ To Classification	Dept	Effective Date	Range/Step Base Monthly
A	Kimberly Cooke	From: Assistant Planner To: Associate Planner	ECD	05/07/2012	4201/4 \$6,040.29

**4.B - 4.D - Merit Increase and/or Regular Appointment Recommendations.**

	Name	Classification	Dept	Type of Action / Effective Date	Range/Step Base Monthly
B	Beatriz Gallardo	Office Specialist II	UTL	Merit Increase 05/15/2012	4143/2 \$3,179.80
C	Christine Cusick	Customer Service Representative III	UTL	Merit Increase 04/04/2012	5174/5 \$4,928.42
D	Jason Poulos	Police Officer	PD	Merit Increase 05/19/2012	6101/2 \$5,916.02

ADJOURNMENT

**Rubio/Ruiz** – to adjourn the meeting at 8:10 PM. Approved 4 to 0.

<b>OPEN SESSION AGENDA ITEM NO:</b>	<b>3</b>
<b>DATE APPROVED:</b>	06/12/2012