



CITY OF AZUSA
 MINUTES OF THE PERSONNEL BOARD
 DATE: October 27, 2015

A regular meeting of the Personnel Board was called to order at 7:16 p.m. in the West Wing conference Room by Chair, Frank Allen.

ATTENDANCE	Personnel Board Members: Chair, Frank Allen, Mercedes Castro and Ralph Ruiz Staff Present: Traci Bailey, Human Resources & Risk Management Analyst Amelia Ayala, Director of Human Resources & Risk Management
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ABSENCE	Motion: Ruiz/Castro - to excuse Don Hiti and Fernando Rubio Jr. Approved 3-0. Ayes: Allen, Ruiz, Castro (3) Nays: (0) Abstain: (0)
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APPROVAL OF MINUTES	Motion: Ruiz/Castro- to approve the minutes of October 13, 2015. Approved 3-0. Ayes: Allen, Ruiz, Castro (3) Nays: (0) Abstain: (0)
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CLOSED SESSION (Govt. Code section 54957- Public Employee Performance Evaluation)	Ruiz/Castro-to move to closed session at 7:18 p.m. Approved 3-0. Ayes: Allen, Ruiz, Castro (3) Nays: (0) Abstain: (0) Ruiz/Castro to reconvene at 7:38 p.m. Approved 3-0. Ayes: Allen, Ruiz, Castro (3) Nays: (0) Abstain: (0)
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Merit Increases, Regular appointment and/or Flexible Staffing Promotion Appointment Recommendations	Motion: Ruiz/Castro -to recommend approval of merit increases, regular appointment and/or flexible staffing promotional appointments for the following items listed as 5 A and B pursuant to the Performance Appraisal Procedures. Pursuant to the Performance Appraisal Procedures, Board members further directed the Personnel Officer to request that supplemental documentation further clarifying ratings for Agenda Items 5 C and D , which were not approved. Approved 3-0. Ayes: Allen, Ruiz, Castro (3) Nays: (0) Abstain: (0)
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5 (A & B) Merit Increases and/or Regular Appointment Recommendations

ITEM	DEPARTMENT	NAME	CLASSIFICATION	TYPE OF ACTION/ EFFECTIVE DATE	RANGE/STEP BASE MO. SALARY
A	LIB	Ginger Antunez	Library Assistant III	Merit Increase 9/19/2015	4150/4 \$3,720.26
B	HR	Lislene Ledezma	Human Resources Technician	Merit Increase Regular Appt. 11/1/2015	4174/3 \$4,454.67

5 (C & D) Request(s) for Supplemental Documentation:

ITEM	DEPARTMENT	NAME	CLASSIFICATION	TYPE OF ACTION/ EFFECTIVE DATE	RANGE/STEP BASE MO. SALARY
C	UTL	Manuel Sencion	Customer Service Representative III	Regular Appointment 10/15/2015	5174/4 \$4,883.36
D	UTL	Felix Zarate	Water Distribution Worker I	Merit Increase 10/22/2015	5167/4 \$4,655.12

6. OPEN SESSION ITEMS

COMMENTS, UPDATES AND/OR REPORTS	NONE
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ADJOURNMENT	Motion: Ruiz/Castro to adjourn the meeting at 7:43 p.m. Approved 3-0. Ayes: Allen, Ruiz, Castro (3) Nays: (0) Abstain: (0)
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OPEN SESSION AGENDA ITEM NO:	4
DATE APPROVED:	11-10-15