



CITY OF AZUSA
 MINUTES OF THE PERSONNEL BOARD
 DATE: December 8, 2015

A regular meeting of the Personnel Board was called to order at 7:06 p.m. in the West Wing conference Room by Chair, Frank Allen.

ATTENDANCE	Personnel Board Members: Chair, Frank Allen, Vice Chair, Fernando Rubio Jr., Don Hiti and Mercedes Castro Staff Present: Traci Bailey, Human Resources & Risk Management Analyst Amelia Ayala, Director of Human Resources & Risk Management
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ABSENCE	Motion: Rubio Jr. /Castro - to excuse Ralph Ruiz. Approved 4-0. Ayes: Allen, Rubio Jr. , Hiti, Castro (4) Nays: (0) Abstain: (0)
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APPROVAL OF MINUTES	Motion: Rubio Jr. /Castro. - to approve the minutes of November 24, 2014. Approved 4-0. Ayes: Allen, Rubio Jr., Hiti, Castro (4) Nays: (0) Abstain: (0)
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PUBLIC COMMENT	None
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Merit Increases, Regular appointment and/or Flexible Staffing Promotion Appointment Recommendations	Motion: Rubio Jr. /Hiti - to recommend approval of merit increases, regular appointment and/or flexible staffing promotional appointments for the following items listed as 5 A pursuant to the Performance Appraisal Procedures. Approved 4-0. Ayes: Allen, Rubio Jr., Hiti, Castro (4) Nays: (0) Abstain: (0)
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5 (A) Merit Increases and/or Regular Appointment Recommendations

ITEM	DEPARTMENT	NAME	CLASSIFICATION	TYPE OF ACTION EFFECTIVE DATE	RANGE/STEP BASE MO. SALARY
A	PD	Samuel Fleming	Police Lieutenant	Regular Appointment 12/2/2015	3423/4 \$10,902.24

6. OPEN SESSION ITEMS

RECRUITMENT REQUEST- PROMOTIONAL <i>Utilities Communications & Environmental Programs Specialist</i>	Motion: Rubio/Castro -pursuant to Section 5.5.3. Promotional Examinations of the Rules of the Civil Service System. Approved 4-0. Ayes: Allen, Rubio Jr., Hiti, Castro (4) Nays: (0) Abstain: (0)
RECRUITMENT REQUEST- PROMOTIONAL <i>Park Maintenance Crew Supervisor</i>	Motion: Rubio/Castro -pursuant to Section 5.5.3. Promotional Examinations of the Rules of the Civil Service System. Approved 4-0. Ayes: Allen, Rubio Jr., Hiti, Castro (4) Nays: (0) Abstain: (0)

PERSONNEL BOARD MEETING – Tuesday, December 22, 2015	Motion: Castro/Hiti – to cancel the next Personnel Board meeting of Tuesday, December 22, 2015. Approved 4-0. Ayes: Allen, Rubio Jr., Hiti, Castro (4) Nays: (0) Abstain: (0)
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COMMENTS, UPDATES AND/OR REPORTS	There was discussion to place on the next meeting’s agenda the election of a Personnel Board Chair.
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ADJOURNMENT	Motion: Rubio Jr./Hiti to adjourn the meeting at 7:23 p.m. Approved 4-0. Ayes: Allen, Rubio Jr., Hiti, Castro (4) Nays: (0) Abstain: (0)
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OPEN SESSION AGENDA ITEM NO:	4
DATE APPROVED:	1-12-16