



CITY OF AZUSA
 MINUTES OF THE PERSONNEL BOARD
 DATE: February 9, 2016

A regular meeting of the Personnel Board was called to order at 6:59 p.m. in the West Wing conference Room by Chair, Fernando Rubio Jr.

ATTENDANCE	Personnel Board Members: Chair, Fernando Rubio Jr., Vice Chair, Ralph Ruiz, Don Hiti and Mercedes Castro Amelia Ayala, Director of Human Resources & Risk Management Staff Present: Traci Bailey, Human Resources & Risk Management Analyst
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APPROVAL OF MINUTES	Motion: Castro/Hiti - to approve the minutes of January 26, 2016. Approved 4-0. Ayes: Rubio Jr. , Ruiz, 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: Castro/Hiti – Pursuant to the Performance Appraisal Procedures, Board members further directed the Personnel Officer to request that supplemental documentation further clarifying ratings for Agenda Item 5-A, which was not approved. Approved: 4-0. Ayes: Rubio Jr. , Ruiz, Hiti, Castro (4) Nays: (0) Abstain: (0)
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5 (A) Request for Supplemental Documentation:

ITEM	DEPT	NAME	FROM CLASSIFICATION	TO CLASSIFICATION	TYPE OF ACTION/EFFECT DATE	RANGE/STEP BASE MO.
A	PW	Robert Espinosa	Street Maintenance Worker I	Street Maintenance Worker II	Merit Increase 1/6/2016	8163/5 \$4,671.29

6. OPEN SESSION ITEMS

ELECTION OF PERSONNEL BOARD CHAIR AND VICE CHAIR	There was discussion about the process to use if we do not receive any interested applicants by the closing date of February 29, 2016.
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COMMENTS, UPDATES AND/OR REPORTS	NONE
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ADJOURNMENT	Motion: Hiti/Ruiz to adjourn the meeting at 7:11 p.m. Approved 4-0. Ayes: Rubio Jr. , Ruiz, Hiti, Castro (4) Nays: (0) Abstain: (0)
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OPEN SESSION AGENDA ITEM NO:	4
DATE APPROVED:	2-23-2016