



CITY OF AZUSA
 MINUTES OF THE PERSONNEL BOARD
 DATE: August 23, 2016

A regular meeting of the Personnel Board was called to order at 7:00 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 , Mercedes Castro Don Hiti and Carlos Ramos Staff Present: Troy Butzlaff, City Manager Lislene Ledezma, Acting HR/Risk Management Analyst
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PUBLIC COMMENT	Peter Hoh, CJ Wilkins, Steve Sears, Richard Martinez, Erik Sanchez and and Attorney Dieter Dammeier spoke regarding the grievance process and their thoughts on the role of the Personnel Board Members. The Personnel Board did not comment because they do not have any obligation since the matter was not an agenda item. Troy Butzaff responded to the public comment. Personnel Board request Special Counsel to attend Personnel Board Meeting on September 13, 2016 to discuss their concerns regarding the grievance procedure.
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APPROVAL OF MINUTES	Motion: Ruiz, Castro, Hiti - to approve the minutes of August 9, 2016. Approved 5-0. Rubio Jr., Ruiz, Castro, Hiti, Ramos: Ayes: (5) Nays: (0) Abstain: (0)
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5. CLOSED SESSION:

CLOSED SESSION (Govt. Code section 54957- Public Employee Performance Evaluation)	Rubio Jr., Castro, Ruiz - to move to closed session at 7:30 p.m. Approved 5-0. Rubio Jr., Ruiz, Castro, Hiti, Ramos Ayes: (5) Nays: (0) Abstain: (0) Rubio Jr., Ruiz, Castro, Hiti, Ramos to reconvene at 7:45 p.m. Approved 5-0. Rubio Jr. ,Ruiz, Castro, Hiti, Ramos: Ayes: (5) Nays: (0) Abstain: (0)
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Merit Increases, Regular appointment and/or Flexible Staffing Promotion Appointment Recommendations	Motion: Ruiz, Castro, Ramos - to recommend approval of merit increases, regular appointment and/or flexible staffing promotional appointments for the following items listed as 5A, C-E pursuant to the Performance Appraisal Procedures. Approved 5-0. Rubio Jr., Ruiz, Castro, Hiti, Ramos: Ayes: (5) Nays: (0) Abstain: (0)
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		Name	Classification	Type of Action/ Effective Date	Range/ Step Base Mo.
A	PW	Carmen Bencomo	Bus Driver	Regular Appointment/Merit Increase 7/17/2016	4158/5 \$4,458.17
C	Utilities	Alicia Holmes	Customer Care Operations	Merit Increase 7/9/2016	5203/4 \$6,521.77
D	Utilities	Roberto Nodarse	Water Distribution Worker I	Merit Increase 7/6/2016	5167/4 \$4,655.12
E	Utilities	Mark Silva	Electric Crew Supervisor	Merit Increase 8/2/2016	5228/5 \$9,191.11

Merit Increases, Regular appointment and/or Flexible Staffing Promotion Appointment Recommendations	Motion: Castro, Ramos, Ruiz – Pursuant to the Performance Appraisal Procedures, Board Members further directed the Personnel Officer to request the supplemental documentation further for action Agenda item 5B , which was not approved. Approved 5-0. Rubio Jr., Castro, Hiti, Ramos, Ruiz: Ayes: (5) Nays: (0) Abstain: (0)
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		Name	Classification	Type of Action/ Effective Date	Range/ Step Base Mo.
B	PW	Mary Bustamante	Transportation Supervisor	Merit Increase 7/1/2016	4196/1 \$5,308.31

COMMENTS, UPDATES AND/OR REPORTS	Personnel Board further discussed their request for Special Counsel to answer questions regarding the grievance procedure.
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ADJOURNMENT	Motion: Ruiz, Castro, Hiti - to adjourn the meeting at 8:20 p.m. Approved 5-0. Rubio Jr., Ruiz, Castro, Hiti, Ramos: Ayes: (5) Nays: (0) Abstain: (0)
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OPEN SESSION AGENDA ITEM NO:	5
DATE APPROVED:	9/27/2016