



CITY OF AZUSA
 MINUTES OF THE PERSONNEL BOARD
 DATE: June 14, 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 and Mercedes Castro Staff Present: Amelia Ayala, Director of Human Resources & Risk Management Lislene Ledezma, Acting HR/Risk Management Analyst
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ABSENCE	Motion: Ruiz, Castro - to excuse Don Hiti. Approved 3-0. Rubio Jr., Ruiz, Castro: Ayes: (3) Nays: (0) Abstain: (0)
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PUBLIC COMMENT	Peter Hoh and his representative outlined the issues regarding Peter Hoh's grievance. Chief Sam Gonzalez and Captain Steve Hunt stated their justification against the issues regarding the grievance. The Personnel Board did not comment because they do not have any obligation since the matter was not an agenda item.
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SWEARING IN OF NEW PERSONNEL BOARD MEMBER	Mr. Carlos Ramos was sworn in by the City Clerk, Jeffrey Cornejo, as the New Personnel Board Member.
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APPROVAL OF MINUTES	Motion: Castro, Ramos, Rubio Jr. Ruiz - to approve the minutes of May 24, 2016. Approved 4-0. Rubio Jr. , Ruiz, Castro: Ayes: (3) Nays: (0) Abstain: (0)
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6. CLOSED SESSION:

CLOSED SESSION (Govt. Code section 54957- Public Employee Performance Evaluation)	Castro,Ramos,Ruiz - to move to closed session at 8:00 p.m. Approved 4-0. Castro, Ramos, Rubio Jr. , Ruiz, Ayes: (4) Nays: (0) Abstain: (0) Castro, Ramos, Rubio Jr., Ruiz to reconvene at 8:45 p.m. Approved 4-0. Castro, Ramos, Rubio Jr. , Ruiz: Ayes: (4) Nays: (0) Abstain: (0) It was decided the Personnel Board Meetings will be scheduled as needed in order to harmonize with the Azusa City Council Meetings during the summer months.
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Merit Increases, Regular appointment and/or Flexible Staffing Promotion Appointment Recommendations	Motion: Castro, Ramos, Rubio, Jr./Ruiz - to recommend approval of merit increases, regular appointment and/or flexible staffing promotional appointments for the following items listed as 6A,C-F pursuant to the Performance Appraisal Procedures. Approved 4-0. Castro, Rubio Jr., Ruiz: Ayes: (4) Nays: (0) Abstain: (0)
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	Dept	Name	Classification	Type of Action/ Effective Date	Range/ Step Base Mo.
A	PD	Steve Hunt	Police Captain	Merit Increase 3/24/2016	3482/2 \$13,587.37
C	PD	Andrew Avalos	Police Officer	Merit Increase 4/5/2016	6101/2 \$6,401.99
D	PD	Philip Brock	Police Officer	Merit Increase 5/22/2016	6101/2 \$6,401.99
E	PD	Samantha Sloniker	Police Officer	Merit Increase 6/20/2016	6101/4 \$7,064.92
F	PW	Tracy Nikki Rosales	Senior Management Analyst	Merit Increase 5/17/2016	3306/3 \$5,952.18

Merit Increases, Regular appointment and/or Flexible Staffing Promotion Appointment Recommendations	Motion: Castro, Ramos, Rubio, Jr./Ruiz – Pursuant to the Performance Appraisal Procedures, Board Members further directed the Personnel Officer to request the supplemental documentation further clarifying ratings for Agenda item 6B , which was not approved. Approved 4-0. Castro, Ramos, Rubio Jr., Ruiz: Ayes: (4) Nays: (0) Abstain: (0)
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6 (B) Request for Supplemental Documentation:

	Dept	Name	Classification	Type of Action/ Effective Date	Range/ Step Base Mo.
B	PD	Terry Smith	Police Sergeant	Merit Increase 6/2/2016	3416/5 \$9,592.22

6. OPEN SESSION ITEMS

A. CLASS SPECIFICATION REVISION- CLASS/SPECIFICATION REVISION INCLUDING TITLE CHANGE-LIBRARY SERVICES MANAGER	Motion: Castro, Ramos, Rubio, Jr., Ruiz -pursuant to Section 3.3 Preparation and Content of Class Specifications and Section 3.5 Adoption of Plan of the Rules of the Civil Service System. Approved 4-0. Castro, Ramos, Rubio Jr, Ruiz: Ayes: (4) Nays: (0) Abstain: (0)
B. RECRUITMENT REQUEST- OPEN – LIBRARY SERVICES MANAGER	Motion: Castro, Ramos, Rubio, Jr, Ruiz -pursuant to Section 3.3 Preparation and Content of Class Specifications and Section 3.5 Adoption of Plan of the Rules of the Civil Service System. Approved 4-0. Castro, Ramos, Rubio, Ruiz : Ayes: (4) Nays: (0) Abstain: (0)

COMMENTS, UPDATES AND/OR REPORTS	NONE
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ADJOURNMENT	Motion: Castro, Ramos, Rubio, Jr., Ruiz - to adjourn the meeting at 9:00 p.m. Approved 4-0. Castro, Ramos, Rubio Jr. , Ruiz: Ayes: (4) Nays: (0) Abstain: (0)
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OPEN SESSION AGENDA ITEM NO:	6
DATE APPROVED:	7/12/2016