



CITY OF AZUSA
 MINUTES OF THE PERSONNEL BOARD
 DATE: November 10, 2015

A regular meeting of the Personnel Board was called to order at 7:09 p.m. in the West Wing conference Room by Chair, Frank Allen.

ATTENDANCE	Personnel Board Members: Chair, Frank Allen, Vice Chair, Fernando Rubio Jr., Mercedes Castro and Don Hiti Staff Present: Traci Bailey, Human Resources & Risk Management Analyst Amelia Ayala, Director of Human Resources & Risk Management George Morrow, Director of Utilities Cary Kalscheuer, Assistant Director, Customer Care Solutions
------------	--

ABSENCE	Motion: Castro/Hiti - to excuse Ralph Ruiz. Approved 4-0. Ayes: Allen, Rubio Jr. Hiti, Castro (4) Nays: (0) Abstain: (0)
---------	---

APPROVAL OF MINUTES	Motion: Castro/Rubio Jr. - to approve the minutes of October 27, 2015. Approved 4-0. Ayes: Allen, Rubio Jr. Hiti, Castro (4) Nays: (0) Abstain: (0)
---------------------	--

CLOSED SESSION <small>(Govt. Code section 54957- Public Employee Performance Evaluation)</small>	Motion: Rubio Jr./Hiti -to move to closed session at 7:10 p.m. Approved 4-0. Ayes: Allen, Rubio Jr. Hiti, Castro (4) Nays: (0) Abstain: (0) Rubio Jr./Hiti - to reconvene at 7:19 p.m. Approved 4-0. Ayes: Allen, Rubio Jr. Hiti, Castro (4) Nays: (0) Abstain: (0)
---	--

PUBLIC COMMENT	There was discussion between the Personnel Board, George Morrow, and Cary Kalscheuer related to questions and clarification needed on: Items 5 A&B.
----------------	---

Merit Increases, Regular appointment and/or Flexible Staffing Promotion Appointment Recommendations	Motion: Castro/Hiti -to recommend approval of merit increases, regular appointment and/or flexible staffing promotional appointments for the following items listed as 5 A-C pursuant to the Performance Appraisal Procedures. Approved 4-0. Ayes: Allen, Rubio Jr. Hiti, Castro (4) Nays: (0) Abstain: (0)
---	---

5 (A-C) Merit Increases and/or Regular Appointment Recommendations

ITEM	DEPARTMENT	NAME	CLASSIFICATION	TYPE OF ACTION/ EFFECTIVE DATE	RANGE/STEP BASE MO. SALARY
A	UTL	Manuel Sencion	Customer Service Representative III	Regular Appointment 10/15/2015	5174/4 \$4,883.36
B	UTL	Felix Zarate	Water Distribution Worker I	Merit Increase 10/22/2015	5167/4 \$4,655.12
C	PW	Phillip Flores	Engineering Assistant	Merit Increase 10/22/2015	4186/3 \$4,992.93

6. OPEN SESSION ITEMS

COMMENTS, UPDATES AND/OR REPORTS	The Personnel Board agreed to not have their regularly scheduled meeting on Tuesday, December 22, 2015.
----------------------------------	---

ADJOURNMENT	Motion: Rubio/Hiti to adjourn the meeting at 8:05 p.m. Approved 4-0. Ayes: Allen, Rubio Jr. Hiti, Castro (4) Nays: (0) Abstain: (0)
-------------	--

OPEN SESSION AGENDA ITEM NO:	4
DATE APPROVED:	11-24-2015