

**MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, APRIL 21, 2010:**

*A meeting of the Personnel Committee of the Palmdale Water District was held Wednesday, April 21, 2010, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Figueroa called the meeting to order at 5:00 p.m.*

**1) Roll Call.**

**Attendance:**

Personnel Committee:

Raul Figueroa, Chair

Gordon Dexter, Committee  
Member

**Others Present:**

Dennis LaMoreaux, General Manager

Curtis Paxton, Assistant General Manager

Jeannie Burns, Human Resources Manager

Dawn Deans, Executive Assistant

1 member of the public

**2) Adoption of Agenda.**

It was moved by Committee Member Dexter, seconded by Chair Figueroa, and unanimously carried to adopt the agenda, as written.

**3) Public Comments.**

There were no public comments.

**4) Action Items:**

**4.1) Consideration and Possible Action on Approval of Minutes of Meeting Held March 25, 2010.**

It was moved by Committee Member Dexter, seconded by Chair Figueroa, and unanimously carried to approve the minutes of the Personnel Committee meeting held March 25, 2010, as written.

**4.2) Consideration and Possible Action on Information Technology Manager Position. (Human Resources Manager Burns)**

Human Resources Manager Burns reviewed the job description and proposed salary range for the previously approved position of Information Technology Manager, and after a brief discussion of the salary, hiring of this position, and the termination of the

ASC computer services contract as of June 30, it was moved by Committee Member Dexter, seconded by Chair Figueroa, and unanimously carried that the job description and salary range for the Information Technology Manager position be presented to the full Board for consideration at the April 28, 2010 regular Board meeting.

**4.3) Discussion of Compensation Study and Policies. (General Manager LaMoreaux)**

General Manager LaMoreaux informed the Committee that staff is developing a new salary schedule with a proposed nine-step system and anticipates presenting salary recommendations for all positions at the next Committee meeting.

**4.4) Discussion of Current Personnel Issues. (Chair Figueroa)**

Human Resources Manager Burns informed the Committee of the status of hiring, new recruitments, and safety and risk management and then stated that the first meeting to discuss updates to the Communications Plan was recently held. Filling open or recently vacated positions and CPR training for District staff were then discussed.

**5) Information Items.**

Human Resources Manager Burns informed the Committee that the Employee Manual is under revision and staff will develop a plan for presenting the updated Manual to the Committee.

There were no additional information items to discuss.

**6) Board Members' Requests for Future Agenda Items.**

It was discussed that "Discussion of compensation study and policies" will be considered at the next Personnel Committee meeting.

There were no further requests for future agenda items.

The next Personnel Committee meeting was then scheduled for May 19, 2010 at 5:00 p.m.

7) **Adjournment.**

There being no further business to come before the Personnel Committee, the meeting was adjourned at 5:15 p.m.



Chair