

MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, MAY 27, 2010:

A meeting of the Personnel Committee of the Palmdale Water District was held Thursday, May 27, 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 April 21, 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 April 21, 2010, as written.

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

General Manager LaMoreaux reviewed the proposed nine-step salary schedule, the zones used to develop this schedule, a comparison to the survey prepared last

November, and his recommendation that the salary schedule be further reviewed by the Committee after Department Head review, and after review and discussion of the proposed salary schedule, the Committee concurred with staff's recommendation.

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

There were no current personnel issues to discuss.

5) Information Items.

Human Resources Manager Burns informed the Committee that interviews for the Information Technology Manager position will be held next week; that interviews for the Senior Service Worker, Service Worker I, and Service Worker II positions will be scheduled shortly; and that a summary document to compare the 2006 and proposed 2010 Employee Manual has been prepared for future presentation to the Committee.

She then stated that regarding safety and risk management, ergonomic evaluations for the treatment plant have been completed with only minor issues noted; that various ergonomic equipment items for the office have been received and will be installed; that training on accident investigations, safety inspections, backhoe, crane, and forklift training has been conducted with CPR-first aid training to be scheduled this fall; that an emergency preparedness meeting is scheduled for June 8; and that a return to work program is being developed.

She continued that a Communications Committee meeting was held to discuss possible updates to the 2006 Employee Communications Report/Plan and reviewed the topics discussed at that meeting; that representatives from Pre-Paid Legal met with employees last week; and that the Lincoln National representative met with employees yesterday regarding the 457 plan and updates to this plan will be presented to the Board for consideration as a consent calendar item at the next Board meeting.

There were no additional information items to discuss.

6) Board Members' Requests for Future Agenda Items.

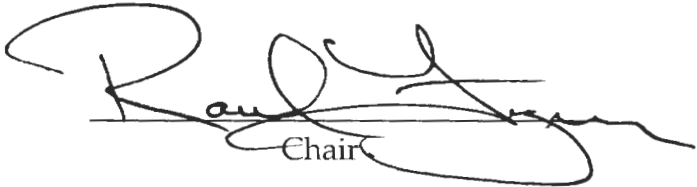
It was discussed that "Discussion of compensation study and policies" will be considered at the next Personnel Committee meeting.

Assistant General Manager Paxton stated that staff may be ready to present "Revisions to the District's Employee Manual" at the next meeting.

There were no further requests for future agenda items.

7) **Adjournment.**

There being no further business to come before the Personnel Committee, the meeting was adjourned at 5:22 p.m.


Chair