

MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, AUGUST 18, 2021:

A meeting of the Personnel Committee of the Palmdale Water District was held Wednesday, August 18, 2021, at 2029 East Avenue Q, Palmdale, CA 93550 and via teleconference. Chair Mac Laren-Gomez called the meeting to order at 10:30 a.m.

1) Roll Call.

Attendance:

Committee:

Kathy Mac Laren-Gomez, Chair
Amberrose Merino,
Committee Member

Others Present:

Dennis LaMoreaux, General Manager
Adam Ly, Assistant General Manager
Jennifer Emery, Human Resources Director
Judy Shay, Public Affairs Director
Scott Rogers, Engineering/Grant Manager
Jim Stanton, Information Technology Manager
Dawn Deans, Executive Assistant
0 members of the public

2) Adoption of Agenda.

It was moved by Committee Member Merino, seconded by Chair Mac Laren-Gomez, and unanimously carried by all members of the Committee present at the meeting to adopt the agenda, as written.

3) Public Comments for Non-Agenda Items.

There were no public comments for non-agenda items.

4) Action Items: (The Public Shall Have an Opportunity to Comment on Any Action Item as Each Item is Considered by the Committee Prior to Action Being Taken.)

4.1) Consideration and Possible Action on Approval of Minutes of Meeting Held July 15, 2021.

It was moved by Committee Member Merino, seconded by Chair Mac Laren-Gomez, and unanimously carried by all members of the Committee present at the meeting to approve the minutes of the Personnel Committee meeting held July 15, 2021, as written.

4.2) Consideration and Possible Action on a Recommendation on a Job Description and Salary Range for a Construction Inspector Trainee Position. (No Budget Impact – Human Resources Director Emery)

Human Resources Director Emery provided an overview of the Construction Inspector Trainee position, and after a brief discussion, it was moved by Committee Member Merino, seconded by Chair Mac Laren-Gomez, and unanimously carried by all members of the Committee present at the meeting that the Committee concurs with staff's recommendation to approve the job description and salary range for a Construction Inspector Trainee position and that this item be presented to the full Board for consideration at the August 23, 2021 Regular Board Meeting.

4.3) Consideration and Possible Action on a Recommendation on Establishing a Salary Range for a Network Administrator Position. (\$7,735.00 – Budgeted – Budget Item No. 1-09-4000-000 – Human Resources Director Emery)

Human Resources Director Emery provided an overview of the Network Administrator position, and after a brief discussion of this position, it was moved by Committee Member Merino, seconded by Chair Mac Laren-Gomez, and unanimously carried by all members of the Committee present at the meeting that the Committee concurs with staff's recommendation to approve the salary range for the Network Administrator position in the not-to-exceed amount of \$7,735.00 for the remainder of 2021 and that this item be presented to the full Board for consideration at the August 23, 2021 Regular Board Meeting.

4.4) Consideration and Possible Action on a Recommendation on a Work-From-Home Policy and Agreement. (No Budget Impact – Human Resources Director Emery)

Human Resources Director Emery provided an overview of the need for a Work-From-Home Policy and Agreement, and after a brief discussion of working from home due to pandemics, longer term work-from-home situations, equipment needs, and manager discretion for working from home, it was moved by Committee Member Merino, seconded by Chair Mac Laren-Gomez, and unanimously carried by all members of the Committee present at the meeting that the Committee concurs with staff's recommendation to approve the Work-From-Home Policy and Agreement and that this item be presented to the full Board for consideration at the August 23, 2021 Regular Board Meeting.

4.5) Discussion of Succession Planning and Programs. (No Budget Impact – Human Resources Director Emery)

Human Resources Director Emery provided an overview of the District's efforts regarding Succession Planning, including updated job descriptions, employees identifying career paths and recognizing job duties, manager identification for their successors, cross-training, tuition reimbursement for training and college courses, formalized in-house training, and lunch-and-learn educational opportunities, followed by discussion of working with other water agencies and local community colleges for the development of water-related programs and the requirements to meet their curriculum.

4.6) Discussion of the District's Policy Regarding Medical Benefits. (No Budget Impact – Human Resources Director Emery/General Manager LaMoreaux)

Human Resources Director Emery stated that it is District policy to pay the full premium for the lowest cost medical plan; that this amount automatically adjusts annually based on the cost of the medical benefit plans; that the cost for the District's medical plans for 2022 are lower than 2021; and that staff recommends this policy be further discussed in 2022 to determine if a cap on costs is needed followed by discussion of an insurance-for-all concept and the benefit of the District's range of medical plan options.

5) Reports:

5.1) Human Resources Director Emery:

a) Personnel Policy Effects of COVID-19 Event.

Human Resources Director Emery stated that there has been an increase in the number of COVID-19 outbreaks including with District staff; that the District's COVID-19 Prevention Program policy remains in effect; and that more stringent staffing restrictions can be implemented, if needed, to continue to be able to provide water followed by discussion of the hospitalization rate of those vaccinated versus those unvaccinated.

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


There were no requests for future agenda items.

7) **Date of Next Committee Meeting.**

It was stated that the next Personnel Committee meeting will be held September 16, 2021 at 8:00 a.m.

8) **Adjournment.**

There being no further business to come before the Personnel Committee, the meeting was adjourned at 11:28 a.m.


Chair