MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, FEBRUARY 18, 2011:

A meeting of the Personnel Committee of the Palmdale Water District was held Friday, February 18, 2011, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Figueroa called the meeting to order at 4:05 p.m.

1) Roll Call.

Attendance:	**Others Present:**
Personnel Committee:	Dennis LaMoreaux, General Manager
Raul Figueroa, Chair	Jeannie Burns, Human Resources Manager
Gordon Dexter, Committee Member	Kelly Jeters, Systems Supervisor
	Dawn Deans, Executive Assistant
	0 members 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 January 19, 2011.

It was moved by Committee Member Dexter, seconded by Chair Figueroa, and unanimously carried to approve the minutes of the Personnel Committee meeting held January 19, 2011, as written.

4.2) Consideration and Possible Action on Employee Manual. (Human Resources Manager Burns)

After a brief discussion of the Employee Manual, it was moved by Committee Member Dexter, seconded by Chair Figueroa, and unanimously carried to approve the Employee Manual.

General Manager LaMoreaux then stated that the Employee Manual will be presented to the full Board for consideration at a future meeting.

4.3) Consideration and Possible Action on Employee Communications Plan. (Human Resources Manager Burns)

Human Resources Manager Burns informed the Committee that an action plan for the Employee Communications Plan will be developed and updated as needed by the Employee Communications Team, and after a brief discussion of the Employee Communications Plan and the function of the Employee Communications Team, it was moved by Committee Member Dexter, seconded by Chair Figueroa, and unanimously carried to approve the Employee Communications Plan.

General Manager LaMoreaux then stated that the action plan for the Employee Communications Plan will be developed prior to presentation to the full Board.

4.4) Follow-Up From Board Workshop on General Manager Evaluation Process.

General Manager LaMoreaux distributed a General Manager Evaluation Form, which was developed based on Board comments from the special workshop meeting, followed by a brief discussion of the evaluation process.

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

General Manager LaMoreaux stated that a meeting was held yesterday with several employees to discuss and review options for early retirement and that depending on employee interest, this matter will be brought to a future Board meeting for consideration.

There were no further current personnel issues to discuss.

5) Information Items.

General Manager LaMoreaux informed the Committee that the Board of Trade has requested a tour of Littlerock Dam, and this tour is scheduled for the afternoon of February 23.

Chair Figueroa then commended Human Resources Manager Burns on her presentation at the special workshop meeting and stated that he was happier with her presentation than he would have been with any consultant.

He then thanked the Employee Communications Team for their work on the Employee Communications Plan.

Committee Member Dexter then stated that Human Resources Manager Burns' facilitation of the special workshop meeting was highly productive.

There were no additional information items to discuss.

6) Board Members' Requests for Future Agenda Items.

There were no requests for future agenda items.

7) Adjournment.

There being no further business to come before the Personnel Committee, the meeting was adjourned at 4:18 p.m.

