MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, AUGUST 28, 2018:

A meeting of the Personnel Committee of the Palmdale Water District was held Tuesday, August 28, 2018, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Estes called the meeting to order at 9:36 a.m.

1) Roll Call.

Attendance:	**Others Present:**
Personnel Committee:	Dennis LaMoreaux, General Manager
Joe Estes, Chair	Jennifer Emery, Human Resources Director
Kathy Mac Laren, Alternate Committee Member	Judy Shay, Public Affairs Director
	Dawn Deans, Executive Assistant
	0 members of the public

2) Adoption of Agenda.

It was moved by Alternate Committee Member Mac Laren, seconded by Chair Estes, 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:

4.1) Consideration and Possible Action on Approval of Minutes of Meeting Held June 27, 2018.

It was moved by Alternate Committee Member Mac Laren, seconded by Chair Estes, and unanimously carried by all members of the Committee present at the meeting to approve the minutes of the Personnel Committee meeting held June 27, 2018, as written.

4.2) Consideration and Possible Action on Developing a Management Analyst Position for the Administration Department to Use Depending on Skills and Duties Required of Staff. (No 2018 Budget Impact – Human Resources Director Emery/General Manager LaMoreaux)

Human Resources Director Emery provided an overview of the need for an Administration Department Management Analyst position, and after a brief discussion of the position and of the Organization Chart, it was moved by Alternate Committee Member Mac Laren, seconded by Chair Estes, and unanimously carried by all members of the Committee present at the meeting that the Committee concurs with staff's recommendation to approve the development of a Management Analyst position for the Administration Department to use depending on skills and duties required of staff and that this item be presented to the full Board for consideration at the September 10, 2018 Regular Board meeting.

5) Information Items:

5.1) Annual Review of Benefits Package. (Human Resources Director Emery/General Manager LaMoreaux)

Human Resources Director Emery reviewed the District's policy to maintain the District's share for benefits packages at the cost of the lowest family benefits package offered along with the cost of the District's plans for 2019, and after discussion of these plans, it was the consensus of the Committee that the District follow current policy and continue to maintain the District's share for benefits packages at the lowest benefits family package that all employees qualify for.

5.2) Other.

There were no further information items.

6) Board Members' Requests for Future Agenda Items.

Human Resources Director Emery stated that the updated salary survey will be presented at the next Personnel Committee meeting.

7) Adjournment.

There being no further business to come before the Personnel Committee, the meeting was adjourned at 9:52 a.m.

Chair