

**MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE
WATER DISTRICT, JUNE 4, 2012:**

A meeting of the Personnel Committee of the Palmdale Water District was held Monday, June 4, 2012, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Mac Laren called the meeting to order.

1) Roll Call.

Attendance:

Personnel Committee:

Kathy Mac Laren, Chair

Gloria Dizmang, Committee
Member

Others Present:

Dennis LaMoreaux, General Manager

Tim Gosney, Attorney

Robert Alvarado, PWD Director

Jeannie Burns, Human Resources Manager

Mike Williams, Finance Manager/CFO

Peter Thompson, Operations Manager

Matt Knudson, Engineering Manager

Tim Moore, Facilities Manager

Jon Pernula, Water & Energy Resources Manager

Gene Taylor, Customer Service Supervisor

Dan Henry, Field Service Supervisor

Dennis Hoffmeyer, Senior Accountant

Kelly Jeters, Systems Supervisor

Ed Boka, Treatment Plant Supervisor

Joe Kerschner, Water Quality Supervisor

Dawn Deans, Executive Assistant

34 members of the public

2) Adoption of Agenda.

It was moved by Committee Member Dizmang, seconded by Chair Mac Laren, 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 23, 2012.

It was moved by Committee Member Dizmang, seconded by Chair Mac Laren, and unanimously carried to approve the minutes of the Personnel Committee meeting held April 23, 2012, as written.

4.2) Presentation on Administrative Services Department Operations and Staffing. (Finance Manager Williams)

Finance Manager Williams, Field Service Supervisor Henry, Customer Service Supervisor Taylor, and Senior Accountant Hoffmeyer informed the Committee of how the Administrative Services Department quantifies its activities through numbers and then reviewed staffing for the department, core responsibilities, additional duties assigned, reporting requirements, billing system management, and the challenges facing the customer service, field service, and accounting areas of the Administrative Services Department, and after a brief discussion, the Committee thanked staff for the information and commended and thanked Administrative Services staff in attendance for their efforts.

It was then determined that the Facilities Department will be presented at the next Personnel Committee meeting.

4.3) Discussion and Possible Action on Employee Benefit Cost Savings Measures. (Human Resources Manager Burns)

Human Resources Manager Burns reviewed the Dual Medical Coverage and Vacation/Personal Day Purchase Program employee benefit cost savings measures, the anticipated savings from these measures, and staff's recommendation to implement these measures, and after a brief discussion, it was moved by Committee Member Dizmang, seconded by Chair Mac Laren, and unanimously carried to approve staff's recommendation of implementing the Dual Medical Coverage and Vacation/Personal Day Purchase Program employee benefit cost savings measures and that these measures be presented to the full Board at the next regular Board meeting for consideration.

4.4) Review and Possible Action on Palmdale Water District Grievance Policy. (Chair Mac Laren)

After a brief discussion of the importance of a Grievance Policy, of the terms of the District's Employee Handbook and at-will employment, of the current Grievance Policy procedures, of the Board making a final determination in matters involving termination for cause, and of JPIA's disciplinary recommendations, the Committee recommended that Attorney Gosney draft a revision to the Employee Handbook under Section E "Employee Grievances or Concerns" for examination of procedural compliance and cause as Step 4 to the District's Grievance Policy and that the Committee review this draft at the next meeting.

4.5) Discussion and Possible Action on Human Resources Manager Position.
(Chair Mac Laren)

General Manager LaMoreaux acknowledged the Board's reluctance to advertise and recruit for the Human Resources Manager position due to budgetary concerns and then informed the Committee that four employees have confirmed their intent to retire under the Two-Year Service Credit Retirement Program; that the intent of the Board's action to table this item was to see how many positions would be vacated from this Program and the cost savings from these vacancies; and that of the twenty positions eligible to take advantage of this Program, he recommends the immediate filling of the Human Resources Manager and Water & Energy Resources Manager as critical positions for the long term health of the District.

After discussion of general salary research for the Human Resources Manager position and of alternatives to this position, the Committee directed General Manager LaMoreaux to investigate alternative positions to cover the basic needs of human resources after which General Manager LaMoreaux stated that he will review the ACWA Salary Survey for alternative and related positions to the Human Resources Manager position and present this information at the next Committee meeting.

The Committee then stated the reason for implementing the hiring freeze and requested the Organization Chart be reviewed for possible reorganization and streamlining after which General Manager LaMoreaux recommended the history and evolution of Organization Charts be reviewed by the Committee.

5) Information Items.

5.1) Update on ACWA/JPIA Review of Palmdale Water District Fraternization Policy. (Human Resources Manager Burns)

Human Resources Manager Burns informed the Committee that JPIA's preliminary opinion on the District's Fraternization Policy concurs with the Policy; that a final opinion is expected within the next week; and that she will inform the Committee when a final opinion is received.

5.2) Update on Changing the District's Medical Coverage From the Association of California Water Agencies/Health Benefits Authority (ACWA/HBA) Plans to the CalPERS Medical Plan. (Human Resources Manager Burns)

Human Resources Manager Burns informed the Committee that based on the recent employee survey, the majority of District employees are satisfied with their current benefits; that staff continues to obtain information on the CalPERS medical plan; and that a Supreme Court healthcare decision is expected soon.

General Manager LaMoreaux then informed the Committee that a final employee survey will be conducted regarding a decision between the District's current plan and the CalPERS plan after all information and cost savings have been evaluated,.

5.3) Update on CalPERS Two-Year Service Credit Retirement Program. (General Manager LaMoreaux)

General Manager LaMoreaux informed the Committee that four employees have submitted their intent to take advantage of the CalPERS Two-Year Service Credit Retirement Program.

There were no additional information items to discuss.

6) Board Members' Requests for Future Agenda Items.

It was determined that "Reconsideration of the minutes from the April 23, 2012 Personnel Committee meeting" and "Presentation on Facilities Department operations and staffing" and "Review and possible action on Palmdale Water District Grievance Policy" and "Discussion and possible action on Human Resources Manager position" will be placed on the next agenda for consideration.

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It was then determined that the next Personnel Committee meeting will be held June 20, 2012 at 6:30 p.m.

7) **Adjournment.**

There being no further business to come before the Personnel Committee, the meeting was adjourned.


Chair