

**MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE  
WATER DISTRICT, MARCH 26, 2012:**

*A meeting of the Personnel Committee of the Palmdale Water District was held Monday, March 26, 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  
Jeannie Burns, Human Resources Manager  
Peter Thompson, Operations Manager  
Tim Moore, Facilities Manager  
Kelly Jeters, Systems Supervisor  
Dawn Deans, Executive Assistant  
2 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 February 27, 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 February 27, 2012, as written.

**4.2) Consideration and Possible Action on Certification of Compliance With  
Government Code Section 7507 for Two-Year Service Credit Retirement Incentive  
Program. (Human Resources Manager Burns)**

Human Resources Manager Burns provided an overview of the required steps for implementing the Two-Year Service Credit Retirement Incentive Program, and after a brief discussion of this Program, it was moved by Committee Member Dizmang, seconded by Chair Mac Laren, and unanimously carried that the Certification of Compliance With Government Code Section 7507 be presented to the full Board for consideration at the April 11, 2012 Board meeting.

It was then moved by Committee Member Dizmang, seconded by Chair Mac Laren, and unanimously carried that Resolution No. 12-4 to Grant Another Designated Period for Two Years Additional Service Credit be presented to the full Board for consideration at the April 25, 2012 Board meeting provided the Certification of Compliance With Government Code Section 7507 is approved.

Potential changes to the CalPERS pension plan were then discussed.

**4.3) Discussion and Possible Action 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 provided the Committee with basic premium rates and a comparison of all health plans, a side-by-side comparison of CalPERS products compared to the current product, and quotes for restructuring the current Kaiser plan with a co-pay followed by discussion of out-of-state dependent or retiree coverage, program costs and rate changes, the District's plan year beginning January 1, and COBRA.

Human Resources Manager Burns then informed the Committee that an all-hands meeting is scheduled for this Wednesday, and a survey will be provided to employees at that time regarding dual coverage and the waiver and the personal day program after which it was determined to postpone any action on this item until input is received from employees and this item be considered at the next Committee meeting.

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

Human Resources Manager Burns provided the Committee with dependent coverage costs by department as well as a copy of the draft survey to be conducted at the all-hands meeting followed by the Committee's review of the survey.

**4.5) Review and Discussion of Cross-Training Activities at the District.  
(Human Resources Manager Burns)**

Human Resources Manager Burns stated that developing training to fill any gaps in the knowledge, skills, and abilities in each position description will be addressed through the development of the Succession Plan and then informed the Committee of cross-training provided in the Administration and Customer Service Departments after which Facilities Manager Moore and Operations Manager Thompson II gave an overview of cross-training activities in their departments.

**4.6) Review of District Overtime. (General Manager LaMoreaux)**

General Manager LaMoreaux reviewed the overtime breakdown summary for years 2009 to February 2012 followed by discussion of the decrease in overtime for 2010, reimbursements to the District, structural overtime, the industry standard, and the percentage of overtime included in the Budget.

**4.7) Review of Management Job Descriptions/Salary Ranges. (Chair Mac Laren)**

General Manager LaMoreaux reviewed the salary schedule and job descriptions for exempt positions followed by clarification of contracted employees, salaried employees, the definition of exempt positions and savings to the District with this designation, and the District's turnover rates compared to government standards.

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

Committee Member Dizmang reviewed her experience with grievance issues and stated that as a public agency, an employee should have the right to a final appeal to the Board after which General Manager LaMoreaux clarified the District's previous grievance policy and stated that updating the Employee Handbook included compliance with JPIA's requirements and recommendations; that the District is an 'at-will' employer,

which is different than a school district or general purpose city agency; and that the Board may become involved in an employee grievance if there is a separation from the District.

After a brief discussion, Committee Member Dizmang requested the District's Grievance Policy be revisited regarding final appeals to the Board, and General Manager LaMoreaux stated that this item will be researched and a report provided at the next Committee meeting followed by discussion of the District's Communications Plan, following chain of command, and Human Resources Manager Burns' role in the grievance process.

**5) Information Items.**

Chair Mac Laren informed Committee Member Dizmang that as the District's JPIA Representative, she will be able to vote by phone at the upcoming ACWA Conference.

General Manager LaMoreaux informed the Committee of the all-hands/lunch meeting this Wednesday and stated that these meetings are held on a quarterly basis, and the Board is invited to attend.

He then informed the Committee that the District has a vacant Customer Service Representative I position; that Finance Manager Williams conducted an analysis on filling this vacancy; and that based on that analysis, the position has been advertised.

There were no additional information items to discuss.

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

Committee Member Dizmang requested an item be placed on the next agenda for "Consideration and possible action on development of a fraternization policy" followed by a discussion of the need for this policy.

She also requested an item be placed on the next agenda for "Review of the Palmdale Water District's Employee Assistance Program."

It was then determined that "Discussion and possible action 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" and "Discussion

and possible action on employee benefit cost savings measures" and "Review of Palmdale Water District grievance policy" will be placed on the next agenda for consideration.

There were no further requests for future agenda items.

The next Personnel Committee meeting was then scheduled for April 23, 2012 at 6:30 p.m.

7) **Adjournment.**

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

  
Chair