

**MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE
WATER DISTRICT, JANUARY 19, 2011:**

A meeting of the Personnel Committee of the Palmdale Water District was held Wednesday, January 19, 2011, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Figueroa called the meeting to order at 5:00 p.m.

1) Roll Call.

Attendance:

Personnel Committee:
Raul Figueroa, Chair
Gordon Dexter, Committee
Member

Others Present:

Dennis LaMoreaux, General Manager
Jeannie Burns, Human Resources Manager
Mike Williams, Finance Manager
Ed Boka, Treatment Plant Supervisor
Dawn Deans, Executive Assistant
0 members of the public

2) Adoption of Agenda.

Staff requested Agenda Item No. 4.5 be considered after Agenda Item No. 4.1 after which it was moved by Committee Member Dexter, seconded by Chair Figueroa, and unanimously carried to adopt the agenda, as amended.

3) Public Comments.

There were no public comments.

4) Action Items:

**4.1) Consideration and Possible Action on Approval of Minutes of Meeting
Held August 23, 2010.**

It was moved by Committee Member Dexter, seconded by Chair Figueroa, and unanimously carried to approve the minutes of the Personnel Committee meeting held August 23, 2010, as written.

**4.5) Consideration and Possible Action on Cashiering Standards Policy.
(Human Resources Manager Burns)**

Human Resources Manager Burns reviewed the Cashiering Standards Policy and stated that staff has determined these standards are more operational procedures for the department rather than District policy, Finance Manager Williams reviewed the purpose and intent of the standards followed by discussion of the disciplinary procedures for these standards, and staff was directed to revise and implement the Cashiering Standards.

4.2) Consideration and Possible Action on General Manager Evaluation Process.

General Manager LaMoreaux distributed materials for this item after which the Committee discussed previous General Manager evaluations, the need for a consultant, how to improve the process, the Board providing expectations and clear direction, revising the evaluation form, the Strategic Plan providing District goals, and a Director workshop to discuss direction and then determined that this item be discussed and reviewed at the next regular Board meeting.

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

Human Resources Manager Burns informed the Committee of the process used for revising the Employee Manual, distributed the 2006 Employee Manual, the proposed Employee Manual, ACWA/JPIA's checklist for Employee Manuals, and a synopsis of changes to the handbook, and then reviewed pending items for the proposed Employee Manual.

It was then determined that the Committee review the Employee Manual and meet next month to further review and discuss the proposed Employee Manual.

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

Human Resources Manager Burns informed the Committee of the process used for revising the Employee Communications Plan, distributed the proposed Employee Communications Plan, and then reviewed revisions and proposed implementation of the Employee Communications Plan.

It was then determined that the Committee review the Employee Communications Plan and meet next month to further review and discuss the proposed Employee Communications Plan.

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

There were no current personnel issues to discuss.

5) Information Items.

There were no additional information items to discuss.

6) Public Comments on Closed Session Agenda Matters.

There were no public comments on closed session agenda matters.

7) Closed Session Under Government Code Section 54957, Personnel Matters: Public Employee Discipline/Dismissal.

At 5:30 p.m., Chair Figueroa called for a closed session pursuant to Government Code Section 54957, Personnel Matters: Public Employee Discipline/Dismissal. He reconvened the Committee meeting at 5:46 p.m.

8) Public Report of Any Action Taken in Closed Session.

Chair Figueroa reported that a closed session had been held under Government Code Section 54957, Personnel Matters: Public Employee Discipline/Dismissal; that direction was given to staff; and that no action reportable under the Brown Act was taken in closed session on this matter.

9) Board Members' Requests for Future Agenda Items.

It was determined that "Consideration and Possible Action on Employee Manual" and "Consideration and Possible Action on Employee Communications Plan" will be included on the next agenda.

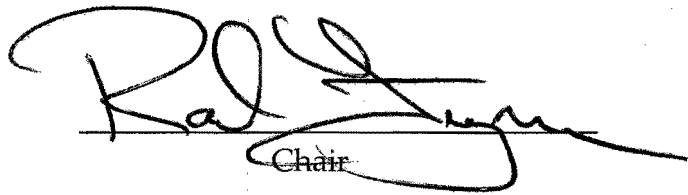
There were no further requests for future agenda items.

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It was determined that the next Personnel Committee meeting will be held February 18, 2011 at 4:00 p.m.

10) **Adjournment.**

There being no further business to come before the Personnel Committee, the meeting was adjourned at 5:48 p.m.


Chair