MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, MARCH 6, 2013:

A meeting of the Personnel Committee of the Palmdale Water District was held Wednesday, March 6, 2013, 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:	**Others Present:**
Personnel Committee:	Dennis LaMoreaux, General Manager
Kathy Mac Laren, Chair	Jeannie Burns, Acting Human Resources Manager
Gloria Dizmang, Committee Member	Randy Hardenbrook, Equipment Mechanic Spvsr.
	Dawn Deans, Executive Assistant
	1 member 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 6, 2013.

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 6, 2013, as written.

4.2) Discussion and Possible Action on Proposals Received for Conducting an Organizational Assessment. (General Manager LaMoreaux)

The Committee discussed the two proposals received in response to the Request for Proposals for conducting an Organizational Assessment for the District along with the Committee's focus for the Organizational Assessment, completion timelines, revisions to

the scope of work in the proposals, and the non-responding firms after which staff was directed to contact both firms for specific clarification and this information be reviewed and discussed at the next Personnel Committee meeting.

4.3) Discussion and Possible Action on Optional Healthcare Plans. (Acting Human Resources Manager Burns)

4.4) Discussion and Possible Action on Minimal Employee Premium Contribution Towards Health Insurance Benefits. (Acting Human Resources Manager Burns)

Acting Human Resources Manager Burns reviewed the history of the District's benefits, creating a benefits package for recruiting and retaining qualified staff in the Antelope Valley, the number of ACWA member agencies researching modifying dependent coverage, higher monthly premiums if employees contribute towards the cost of dependent coverage, not being able to compare the District's benefits package to that of other agencies, and the minimal savings from increasing copays, and after a brief discussion of an ACWA non-compliance waiver and requirements under Obamacare, staff was directed to review different agency's benefits and develop a method to weight and score the benefits packages, to research the cost and plans of other water districts, to determine if the District's premiums would increase if the District paid the total cost of employee and family coverage under the District's lowest cost health plan with employees paying the difference if they choose one of the other health plans offered, and to request a health plan estimate and presentation from a local broker.

4.5) Discussion and Possible Action on Retiree Healthcare Benefits. (Acting Human Resources Manager Burns)

Acting Human Resources Manager Burns reviewed recommended changes to the District's existing Retiree Healthcare Policy, which ensures retirees apply for Medicare and clarifies COBRA coverage, and then reviewed potential revisions regarding dependent coverage followed by discussion of no changes for current retirees, of possibly eliminating insurance coverage after age 65 when Medicare is applied for, of the recent court case regarding this matter, of the District's Employee Manual and implied contracts, and of ACWA/JPIA's policy and retiree age-based matrix after which it was determined that Acting Human Resources Manager Burns' proposed recommendations to the District's existing Retiree Healthcare Policy regarding ensuring retirees apply for

Medicare and COBRA clarifications are not material in the basic benefit and can be implemented.

Chair Mac Laren then stated that the Committee wants to ensure this information is as clear as possible so employees know what to expect.

4.6) Discussion and Possible Action on Developing a Wellness Program. (Acting Human Resources Manager Burns)

Acting Human Resources Manager Burns distributed examples and steps for creating a successful wellness program followed by discussion of promoting wellness programs through social media and company intranets, free resources for handouts, posters, toolkits, and newsletters, potential grant funding, potentially lower healthcare costs for employees who enroll in a wellness program, and the District's previous wellness walking program.

General Manager LaMoreaux then informed the Committee that Universal Gym has proposed two options for District employee gym membership and that these proposals are expected to be available by the time of the next Committee meeting.

It was then determined that the Committee will review all handouts, staff will obtain information from Universal Gym and the gyms that have participated in the District's benefits fair, and a wellness program recommendation will be discussed at the next Committee meeting.

5) Information Items.

General Manager LaMoreaux clarified that Acting Human Resources Manager Burns has a limited number of work hours, and after a brief discussion, it was determined that once a contract has been reached for conducting the Organizational Assessment, the Human Resources Manager position will be evaluated as the first step of the Organizational Assessment.

There were no further information items.

6) Board Members' Requests for Future Agenda Items.

There were no requests for future agenda items.

It was determined that the next Personnel Committee meeting will be held April 3, 2013 at 6:30 p.m.

7) Adjournment.

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

Kathryn MacLaren
Chair