# MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, APRIL 3, 2013:

*A meeting of the Personnel Committee of the Palmdale Water District was held Wednesday, April 3, 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 | Peter Thompson II, Operations Manager |
| | Randy Hardenbrook, Equipment Mechanic Spvsr. |
| | Dennis Hoffmeyer, Senior Accountant |
| | Dawn Deans, Executive Assistant |
| | 5 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 March 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 March 6, 2013, as written.

**4.2) Presentations and Discussion of Proposals Received for Conducting an Organizational Assessment. (General Manager LaMoreaux)**

General Manager LaMoreaux stated that representatives from EMA and The Mathis Group are present to review their proposals for conducting an Organizational Assessment for the District after which Mr. Tim Payne, Executive Vice President in charge of operations for EMA, reviewed their proposal and qualifications, their method and approach for conducting the Organizational Assessment, and the scope of work and cost for their services.

At 7:21 p.m., Chair Mac Laren called for a three-minute recess. She reconvened the Committee meeting at 7:24 p.m.

Dr. Bill Mathis and Mrs. Janice Mathis, of The Mathis Group, then reviewed their proposal and qualifications, their method and approach for conducting the Organizational Assessment, and the scope of work and cost for their services.

At 8:30 p.m., Chair Mac Laren called for a six-minute recess. She reconvened the Committee meeting at 8:36 p.m.

The Committee and staff then discussed the presentations, the different methods for conducting the Organizational Assessment, the cost of the two proposals, the experience of the firms, the District's previous QualServe assessment, and the District's budget after which it was moved by Committee Member Dizmang, seconded by Chair Mac Laren, and unanimously carried to recommend the proposal received from The Mathis Group in the amount of $29,500.00 for conducting an Organizational Assessment for the District be presented to the full Board for consideration.

Including future Organizational Assessments in the Strategic Plan update was then discussed.

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

General Manager LaMoreaux stated that there is no additional information to report on this item as Acting Human Resources Manager Burns is waiting for a quotation.

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

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

Acting Human Resources Manager Burns reviewed the costs and coverages of other water district's benefit plans and a proposal for the District to pay the entire cost of family coverage under the District's lowest cost health plan with employees paying the difference if they choose another offered health plan with this same proposal also applying to retirees after which the Committee requested staff research a PPO plan similar in cost to the District's lowest cost HMO plan and the cost of a broker-provided plan for discussion at the next Committee meeting.

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

Acting Human Resources Manager Burns distributed and reviewed the City of Palmdale's Rewards Point System Wellness Program and then distributed a proposed District Wellness Program, a draft survey to determine Wellness Program employee needs, and other wellness ideas and costs after which the Committee stated they will review this information and discuss this item at the next Committee meeting.

General Manager LaMoreaux then informed the Committee that Universal Gym has not yet responded on gym discounts for District employees.

**4.7) Consideration and Possible Action on Recruitment to Fill Water Quality Supervisor Position. (General Manager LaMoreaux)**

Operations Manager Thompson II reviewed the need and purpose of this position, and at 9:25 p.m., Chair Mac Laren called for a two-minute recess. She reconvened the Committee meeting at 9:27 p.m.

After a brief discussion of this position and the salary range, it was moved by Committee Member Dizmang, seconded by Chair Mac Laren, and unanimously carried to recommend that staff recruit to fill the Water Quality Supervisor position and that this item be presented to the full Board for consideration.

**5) Information Items.**

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 May 1, 2013 at 6:30 p.m.

**7) Adjournment.**

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

Chair