MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, OCTOBER 16, 2013:

A meeting of the Personnel Committee of the Palmdale Water District was held Monday, October 16, 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	Matt Knudson, Engineering Manager
Gloria Dizmang, Committee Member	Tim Moore, Facilities Manager
	Mynor Masaya, Treatment Plant Supervisor
	Amanda Williams, Water Quality Supervisor
	Dennis Hoffmeyer, Senior Accountant
	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 September 16, 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 September 16, 2013, as written.

4.2) Consideration and Possible Action on Removing Freeze on Merit and Bonus Incentives. ($103,000 – Budgeted but Frozen – General Manager LaMoreaux)

General Manager LaMoreaux provided an overview of a survey conducted by Acting Human Resources Manager Burns on how other agencies determine merit and bonus incentives, and after a brief discussion of the survey results, it was moved by Committee Member Dizmang and seconded by Chair Mac Laren to table this item until the next regular Personnel Committee meeting to allow the Committee an opportunity to review the results.

It was then recommended the Committee confer with Dr. Mathis regarding this item, several employees inquired as to the Committee's specific concerns with the District's merit and bonus incentive program, and after a further discussion, the motion unanimously carried.

4.3) Consideration and Possible Action on 1% Employee Contribution Toward CalPERS Retirement Effective January 1, 2014. ($61,000 Savings – General Manager LaMoreaux)

After a brief discussion of the potential amount of the 2014 cost of living adjustment, it was determined that the District will not be requesting a 1% employee contribution toward CalPERS retirement at this time and that this matter will be considered at a later time through the 2014 budget process.

4.4) Discussion and Possible Action on Proposed Safety Footwear Policy. (Facilities Manager Moore)

Facilities Manager Moore provided an overview of the proposed Safety Footwear Policy and background leading to the development of this proposed Policy, and after a brief discussion of several revisions, it was moved by Committee Member Dizmang, seconded by Chair Mac Laren, and unanimously carried that the proposed Safety Footwear Policy, as revised, be presented to the full Board for consideration.

4.5) Discussion and Possible Action on Development of an Intern Program Including Funding. (Committee Member Dizmang)

After a brief discussion of the benefits of an intern program, it was determined that this item be tabled until the District hires a Human Resources Manager.

4.6) Review of PWD Employee Handbook's Alcohol-Drug Free Workplace Section. (Chair Mac Laren)

After a brief discussion of the District's Alcohol-Drug Free Workplace policy, of several revisions, and of DOT regulations, General Manager LaMoreaux stated that he will work with Attorney Ciampa on updating this policy and present an updated policy to the Committee at a future meeting for consideration.

5) Project Updates.

5.1) Status on Organizational Assessment. (General Manager LaMoreaux)

General Manager LaMoreaux stated that Department Heads will meet with Dr. Bill Mathis, of The Mathis Group, Monday morning to review draft actions resulting from the recommendations of the Organizational Assessment and that those actions will be part of the General Manager evaluation.

6) Information Items.

6.1) NeoGov Customer Partnership Award. (General Manager LaMoreaux)

General Manager LaMoreaux presented the Committee with a NeoGov Customer Partnership Award recently presented to the District for the District's innovative ideas on improving the NeoGov system, which the District uses for annual employee evaluations and for the recruitment process.

Chair Mac Laren then stated that she will bring this to the Board's attention at the next regular Board meeting.

He then provided a brief update on the status of hiring a Human Resources Manager.

There were no further information items.

7) Board Members' Requests for Future Agenda Items.

There were no requests for future agenda items.

The next Personnel Committee meeting was then scheduled for November 6, 2013 at 6:30 p.m.

8) Adjournment.

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

Chair