MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, FEBRUARY 24, 2014:

A meeting of the Personnel Committee of the Palmdale Water District was held Monday, February 24, 2014, 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
Joe Estes, Committee Member

Others Present:
Dennis LaMoreaux, General Manager
Vincent Dino, Director
Robert Alvarado, Director
Matt Knudson, Assistant General Manager
Jennifer Emery, Human Resources Manager
Tim Moore, Facilities Manager
Kelly Jeters, Systems Supervisor
Dennis Hoffmeyer, Senior Accountant
Dawn Deans, Executive Assistant
5 members of the public

2) Adoption of Agenda.

It was moved by Committee Member Estes, 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 November 25, 2013.

It was moved by Committee Member Estes, seconded by Chair Mac Laren, and unanimously carried to approve the minutes of the Personnel Committee meeting held November 25, 2013, as written.

4.2) Discussion and Possible Action on:

a) Committee Goals

b) Committee Actions in Support of the Strategic Plan.

Chair Mac Laren stated that her goals for the Personnel Committee are to ensure communication, support, and openness with the District's customers and community members through the Proposition 218 process.

General Manager LaMoreaux then stated that this item has been placed on each Committee agenda for the Committees to begin reviewing and developing goals for discussion at the upcoming Strategic Plan workshops to ensure the Committee's goals coincide with the Strategic Plan and that the Strategic Goal of Personnel Management is directly related to this Committee.

4.3) Consideration and Possible Action on Development of an Internship Program. (Human Resources Manager Emery)

Human Resources Manager Emery reviewed common goals for developing a District Internship Program, the options of offering either paid or unpaid internships, and offering the Program through Antelope Valley College on a semester basis.

Mr. Ralph Velador, of the Laborers Union, then provided information on their Apprenticeship Program, which offers a career path, and how they can work with and benefit the District.

Chair Mac Laren then stated that the Committee will review the information provided and take their ideas to the Strategic Plan workshop.

4.4) Consideration and Possible Action on Recommending Filling One Vacant District Position as Follows: Field Service Tech. 1. (Budgeted – Human Resources Manager Emery)

Human Resources Manager Emery reviewed the current vacant Field Service Tech. 1 position.

Mr. Velador then stated that the Laborers Union can also provide temporary workers to assist the District through an agreement and negotiation of a rate and benefits package and stay within the District's budget.

After a brief discussion of Mr. Velador's process and of the duties of the Field Service Tech. 1 position, it was moved by Committee Member Estes, seconded by Chair Mac Laren, and unanimously carried that the Committee concurs with staff's recommendation to fill the vacant District position of Field Service Tech. 1 and that this item be presented to the full Board for consideration at the next regular Board meeting.

4.5) Consideration and Possible Action on Recommending Concurrently Funding the Community & Government Affairs Coordinator Position and Defunding the Water Conservation Supervisor Position. (Human Resources Manager Emery)

Human Resources Manager Emery reviewed staff's recommendation to fund the Community & Government Affairs Coordinator position and defund the Water Conservation Supervisor position, along with proposed salaries for this position, and after a brief discussion of these positions and of the CalPERS requirements of the Retired Annuitant Agreement with Ms. Beck, Chair Mac Laren stated that the Committee will review the information provided, and these positions will be discussed at the Strategic Plan workshop.

4.6) Consideration and Possible Action on Revisions to the Organization Chart. (Human Resources Manager Emery)

Human Resources Manager Emery reviewed several position changes to the current Organization Chart and as well as proposed revisions to the Organization Chart based on the job description of the Assistant General Manager, and after a brief discussion of the proposed revisions, Chair Mac Laren stated that the Committee will review the information presented, and revisions to the Organization Chart will be discussed at the Strategic Plan workshop.

5) Project Updates.

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

General Manager LaMoreaux stated that he is scheduled to meet with Dr. Mathis to review a proposal and the next steps for implementing the recommendations from the Organizational Assessment and that Dr. Mathis has met with and provided training for the District's Management Team several times.

5.2) Status on Employee Handbook. (Human Resources Manager Emery)

Human Resources Manager Emery stated that a draft of the Employee Handbook update has been completed; that an Employee Handbook Committee is scheduled to meet next week to review the draft for consistency; that the draft will be presented to Managers for review; and that the draft will then be presented to the Personnel Committee for review and for a recommendation.

6) Information Items.

There were no further information items.

7) Board Members' Requests for Future Agenda Items.

There were no requests for future agenda items.

8) Adjournment.

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

Chair