MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, MARCH 31, 2014:

A meeting of the Personnel Committee of the Palmdale Water District was held Monday, March 31, 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:	**Others Present:**
Personnel Committee:	Dennis LaMoreaux, General Manager
Kathy Mac Laren, Chair	Robert Alvarado, Director
Joe Estes, Committee Member	Jennifer Emery, Human Resources Manager
	Dawn Deans, Executive Assistant
	1 member 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 February 24, 2014.

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 February 24, 2014, as written.

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

Human Resources Manager Emery stated that she is working with the Antelope Valley College, the Employment Development Department, and the local and East Los Angeles High Schools regarding the development of an Internship Program followed by

discussion of the specifics of an Internship Program, who would be eligible for the Program, offering paid internships, Committee Member Estes' contacts for veterans programs, the District's positions that can benefit from an Internship Program, the cost, the District's budget, and the Strategic Plan process. The Committee then concurred with offering paid internships at $10 per hour for a 20-hour per week 16-week program, and gradually starting the Program with only an intern in field/customer service, a service worker, and information technology with a goal of hiring interns in July for the August semester.

5) Project Updates.

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

General Manager LaMoreaux stated that the first step of the Strategic Plan process was the March 24 Workshop; that The Mathis Group is working on three potential recruitments depending on the completion of the Strategic Plan process; and that the Strategic Plan will clearly show the organizational recommendations from the Assessment followed by discussion of the Organization Chart being reviewed at the April 14 Strategic Plan Workshop.

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

Human Resources Manager Emery stated that the Employee Handbook Committee is discussing several clarification items including stand-by and on-call pay to ensure consistency, educational reimbursement, and the OccuMed Fit-for-Duty Program and that staff hopes to present an updated draft Employee Handbook at the next Personnel Committee meeting.

6) Information Items.

There were no further information items.

7) Board Members' Requests for Future Agenda Items.

Chair Mac Laren requested an item be included on the next agenda for "Discussion and possible action on development of an Employee Recognition Fund" to be funded by ACWA/JPIA refunds with this fund providing t-shirts, picnics, or other employee retention options.

Committee Member Estes then suggested these funds also be used to update the Board room and that annual refund checks be distributed in such a way that the budget is not affected.

Chair Mac Laren then requested that "Discussion and possible action on development of a Wellness Program" be considered after completion of the Employee Handbook and Internship Program.

Human Resources Manager Emery then presented a list of potential human resources tasks and requested the Committee prioritize the tasks for discussion at the next meeting for the development of a Human Resources Calendar followed by discussion of the employee performance appraisal process.

There were no further requests for future agenda items.

It was then stated that the next Personnel Committee meeting will be held April 28, 2014 at 5:30 p.m.

8) Adjournment.

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

Chair