MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, APRIL 21, 2014:

A meeting of the Personnel Committee of the Palmdale Water District was held Monday, April 21, 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, PWD Director
Joe Estes, Committee Member	Jennifer Emery, Human Resources Manager
	Matt Knudson, Assistant General Manager
	Mike Williams, Finance Manager
	Mynor Masada, Treatment Supervisor
	Dennis Hoffmeyer, Senior Accountant
	Dawn Deans, Executive Assistant
	0 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 March 31, 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 March 31, 2014, as written.

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

Human Resources Manager Emery reviewed the proposed job descriptions, the anticipated budget, and potential grants for the Internship Program, and after a brief discussion of the job descriptions, it was moved by Committee Member Estes, seconded by Chair Mac Laren, and unanimously carried that the Committee concurs with staff's recommendation to approve the job descriptions and budget for the District's Internship Program subject to Department Manager and legal counsel approval of the job descriptions and that this item be presented to the full Board for consideration at the April 23, 2014 Regular Board Meeting.

4.3) Consideration and Possible Action on Employee Handbook Update. (Human Resources Manager Emery)

Human Resources Manager Emery reviewed the outstanding issues for updating the Employee Handbook and the timeline for completion of the update followed by discussion of a periodic review of the District's retirement benefits.

4.4) Discussion and Possible Action on Development of an Employee Recognition Fund. (Chair Mac Laren)

Chair Mac Laren recommended JPIA refunds be applied to increasing the District's Employee Retention budget line item to allow for an annual picnic, Christmas party, and t-shirts for employees, and after a brief discussion of these functions and the amount for increasing the budget, it was moved by Committee Member Estes, seconded by Chair Mac Laren, and unanimously carried to increase the Employee Retention budget in the amount of $18,500 with funds from the JPIA refund for a total Employee Retention budget line item of $20,000; that this budget line item be fully funded in the annual budget when the District's Reserve Policy has been met; and that this item be presented to the full Board for consideration.

4.5) Discussion and Possible Action on Lifting Hiring Freeze With the Exception of Management Positions. (General Manager LaMoreaux)

After a brief discussion of lifting the hiring freeze for specific positions and of potential modifications to job descriptions, it was moved by Committee Member Estes, seconded by Chair Mac Laren, and unanimously carried that the hiring freeze be lifted with the exception of Supervisor and Manager positions; that these positions be presented to the Personnel Committee and the full Board when vacated with other positions filled by staff; and that this item be presented to the full Board for consideration.

4.6) Discussion and Possible Action to Seek Additional Proposals for District Benefits. (Committee Member Estes)

Committee Member Estes stated that a few areas of the District's medical and dental benefits can be improved after which Human Resources Manager Emery recommended the District choose a cycle and go out to market regarding the District's wants and needs for health benefits, and after a brief discussion, it was moved by Committee Member Estes, seconded by Chair Mac Laren, and unanimously carried that the Committee concurs with staff's recommendation to go out to market regarding the District's healthcare benefits beginning this year and then every three years thereafter.

4.7) Discussion and Clarification of Customer Service Expectations and Any Needed Changes of the District's Rules and Regulations Regarding Fees, Charges, and Waivers for District Customers. (Chair Mac Laren)

Chair Mac Laren recommended the development of a form to help customers better understand the fees they are being charged followed by discussion of customer conduct, customer service staff's standard operating procedures and expectations, notes on accounts, customer conduct lobby messages, angle stop charges, and customer disputed bills.

She then requested a written status report on the upcoming customer service staff meeting to determine if any policy changes are needed or recommended for consideration of the full Board after which General Manager LaMoreaux clarified the Board-to-Committee process and stated that angle stop repair documentation will be provided to the Committee.

5) Project Updates.

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

General Manager LaMoreaux stated that The Mathis Group has distributed notes from last week's workshop; that another Strategic Plan Workshop may need to be scheduled mid-May to define projects under each of the initiatives; and that publicizing the Strategic Plan will follow.

5.2) Development of Human Resources Calendar. (Human Resources Manager Emery)

Human Resources Manager Emery distributed and reviewed the Human Resources Calendar, and after a brief discussion, it was determined that the Committee will review the Calendar for further discussion at the next meeting.

5.3) Preliminary Discussion of Performance Management. (Human Resources Manager Emery)

Human Resources Manager Emery recommended goals and timeframes be defined by the Board and included in a Performance Management Plan with this Plan helping staff achieve these goals in a positive manner and stated that this year's performance evaluation process will be used as a baseline for Managers followed by discussion of staff being involved and conscious of the Proposition 218 process, incorporating this process into Performance Management for this year, and the District's message distributed to staff regarding their part in the Proposition 218 process.

6) Information Items.

There were no further information items.

7) Board Members' Requests for Future Agenda Items.

Outreach for the Proposition 218 process and working in coordination with the City of Palmdale for airtime on Channel 27 was then discussed.

There were no further requests for future agenda items.

It was then stated that the next Personnel Committee meeting will be held May 22, 2014 at 5:30 p.m.

8) Adjournment.

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

Chair