

Since 1918



PALMDALE WATER DISTRICT

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June 4, 2015

***Agenda for a Meeting
of the Personnel Committee of the Palmdale Water District
Committee Members: Kathy Mac Laren-Chair, Joe Estes
to be held at the District's office at 2029 East Avenue Q, Palmdale
Monday, June 8, 2015***

9:00 a.m.

NOTE: To comply with the Americans with Disabilities Act, to participate in any Board meeting please contact Dawn Deans at 661-947-4111 x1003 at least 48 hours prior to a Board meeting to inform us of your needs and to determine if accommodation is feasible.

Agenda item materials, as well as materials related to agenda items submitted after distribution of the agenda packets, are available for public review at the District's office located at 2029 East Avenue Q, Palmdale (Government Code Section 54957.5). Please call Dawn Deans at 661-947-4111 x1003 for public review of materials.

PUBLIC COMMENT GUIDELINES: The prescribed time limit per speaker is three-minutes. Please refrain from public displays or outbursts such as unsolicited applause, comments, or cheering. Any disruptive activities that substantially interfere with the ability of the District to carry out its meeting will not be permitted and offenders will be requested to leave the meeting.

Each item on the agenda shall be deemed to include any appropriate motion, resolution, or ordinance to take action on any item.

- 1) Roll call.
- 2) Adoption of agenda.
- 3) Public comments.
- 4) Action Items: (The public shall have an opportunity to comment on any action item as each item is considered by the Committee prior to action being taken.)



- 4.1) Consideration and possible action on approval of minutes of meeting held May 12, 2015.
- 4.2) Presentation on community bike ride. (Bob Vigil, Squeaky Wheel)
- 4.3) Discussion of development of Pat McElfresh Pride, Achievement, Creativity, and Enthusiasm (P.A.C.E.) Program. (Human Resources Director Emery/Information Technology Manager Stanton/Customer Account Technician Kosick)
- 4.4) Discussion and review of Human Resources Calendar. (Human Resources Director Emery)
- 4.5) Discussion of Wellness Program. (Human Resources Director Emery)
- 5) Project Updates:
 - 5.1) Status on Customer Service 2015 Campaign. (General Manager LaMoreaux)
 - 5.2) Status on Organizational Assessment. (General Manager LaMoreaux)
 - 5.3) Other.
- 6) Information items.
- 7) Board members' requests for future agenda items.
- 8) Adjournment.



DENNIS D. LaMOREAUX,
General Manager

DDL/ dd

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ASSOCIATION OF CALIFORNIA WATER AGENCIES
JOINT POWERS
 INSURANCE AUTHORITY
 P.O. Box 619082, Roseville, CA 95661-9082

Wellness Grant Application

Deadline: July 17, 2015

Agency Name: Palmdale Water District
 Wellness Initiative Name: _____
 Wellness Coordinator: Jennifer Emery
 Wellness Champion (Management): _____
 Grant Application Contact Phone: 661 456 1048
 Grant Application Contact Email: jemery@palmdalewater.org
 Number of Employees: 90
 Maximum Grant: \$250 (2-19 employees), \$500 (20-49 employees), \$1000 (50+ employees)
 Requested JPIA Grant Amount: \$1000 -
 Agency contribution (optional): _____
 Total budget for wellness initiative: _____

Background:

Anthem Blue Cross generously provided the JPIA with one-time funding for member wellness activities.

Purpose:

The JPIA Wellness Grant Program is intended to help agencies *participating in JPIA medical plans* to establish a wellness program or carry out a wellness initiative. It should take a holistic approach considering safety efforts, wellness and available health benefits. The program can be big or small, limited in duration or ongoing. The idea is to get started thinking about how employers can make small efforts that help employees improve health. Not only do healthier employees (and healthier dependents) result in lower medical premiums, but reduced absenteeism, reduced instances of workplace injury, increased morale and increased productivity are all benefits as well.

The grant funding can be used to purchase participation raffle prizes, to reward achievements, to provide equipment (pedometers, etc), to host onsite meetings/presentations (although JPIA's EAP can be utilized for no-cost onsite training). Garnering employee participation is key, so try to make participation fun. Remember to make it easy to manage so that it is easy to sustain. Management support is important. The more visible management participation is, the more effective the program will be. There is a plethora of information about establishing wellness programs on the internet. The JPIA has identified and posted some valuable resources to get you started at www.acwaipia.com/resources.aspx. These can provide ideas

about areas to target, the potential returns on improving those areas, and practical ways to accomplish intended goals. Forming a wellness committee, even if it is small, is critical for buy in and will help with brainstorming ideas and splitting up research.

Application process:

Please complete this application and attach a detailed explanation of what your agency plans to do to increase employee wellness, and how this grant will accomplish your agency's goals. Email completed grant applications to Sandra Smith at ssmith@acwaipia.com by July 17, 2015.

Selection process:

Applications received by the deadline will be reviewed by a panel within the JPIA to ensure wellness plans are aligned with the goals of the program. Should the grant applications received exceed available funding, applications will be evaluated based on effectiveness, feasibility and thoroughness. Grant winners will be notified by July 31, 2015.

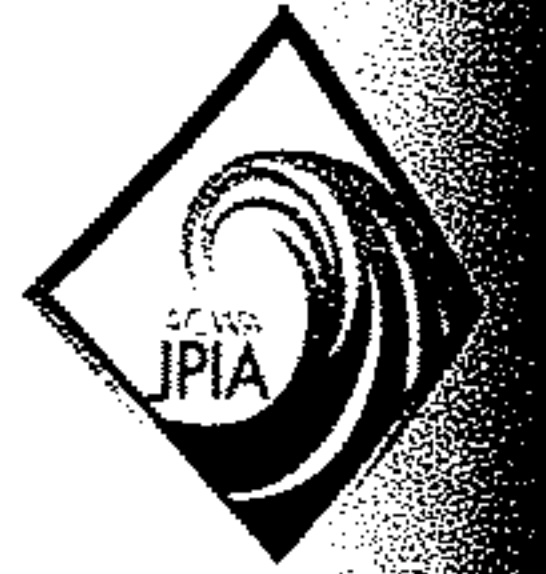
Worksite Wellness Program

“An organized program in the worksite that is intended to assist employees and their family members and/or retirees in making voluntary behavior changes which reduce their health and injury risks, improve their health consumer skills and enhance their individual productivity and well-being.”

Employee Benefits	Employer Benefits
<ul style="list-style-type: none"> • Better quality of life • Increased ability to manage stress • Living longer • Feeling of community, support • Reduced sick leave • Reduced healthcare costs • Increased access to health information • Time and means to improve health 	<ul style="list-style-type: none"> • Increased productivity • Reduced absences • Better decision-makers • Reduced healthcare costs • Reduced work-related injuries • Reduced disability claims • Recruitment / retention tool • It's the right thing to do

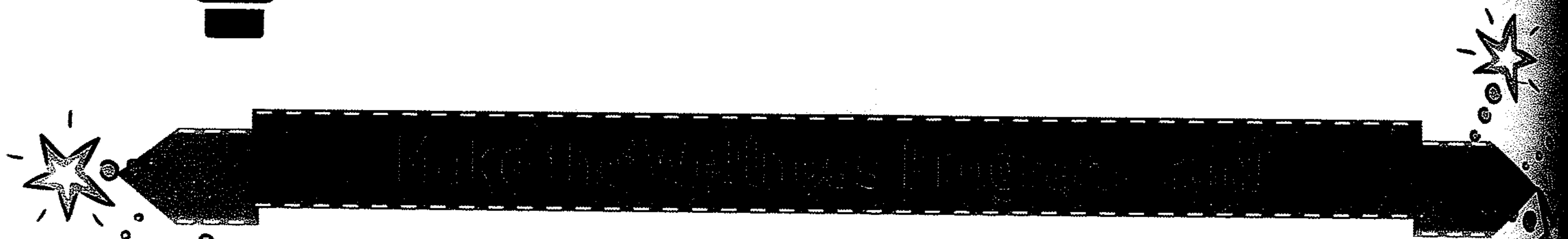
Note: Wellness Programs are solely the product of the member agency and are not affiliated or endorsed by the JPIA. Wellness programs are not intended to, nor should they be construed as efforts to, diagnose, treat, or prescribe for any human disease, pain, injury, deformity or physical condition. Under no circumstances shall the JPIA or its employees be liable to a program participant for any damages or injury arising out of or related to the member agency's Wellness Program, including but not limited to, the participant's use or reliance upon, or the participant's inability to use or rely upon, information provided by or obtained from the Wellness Program.

16 Remember...

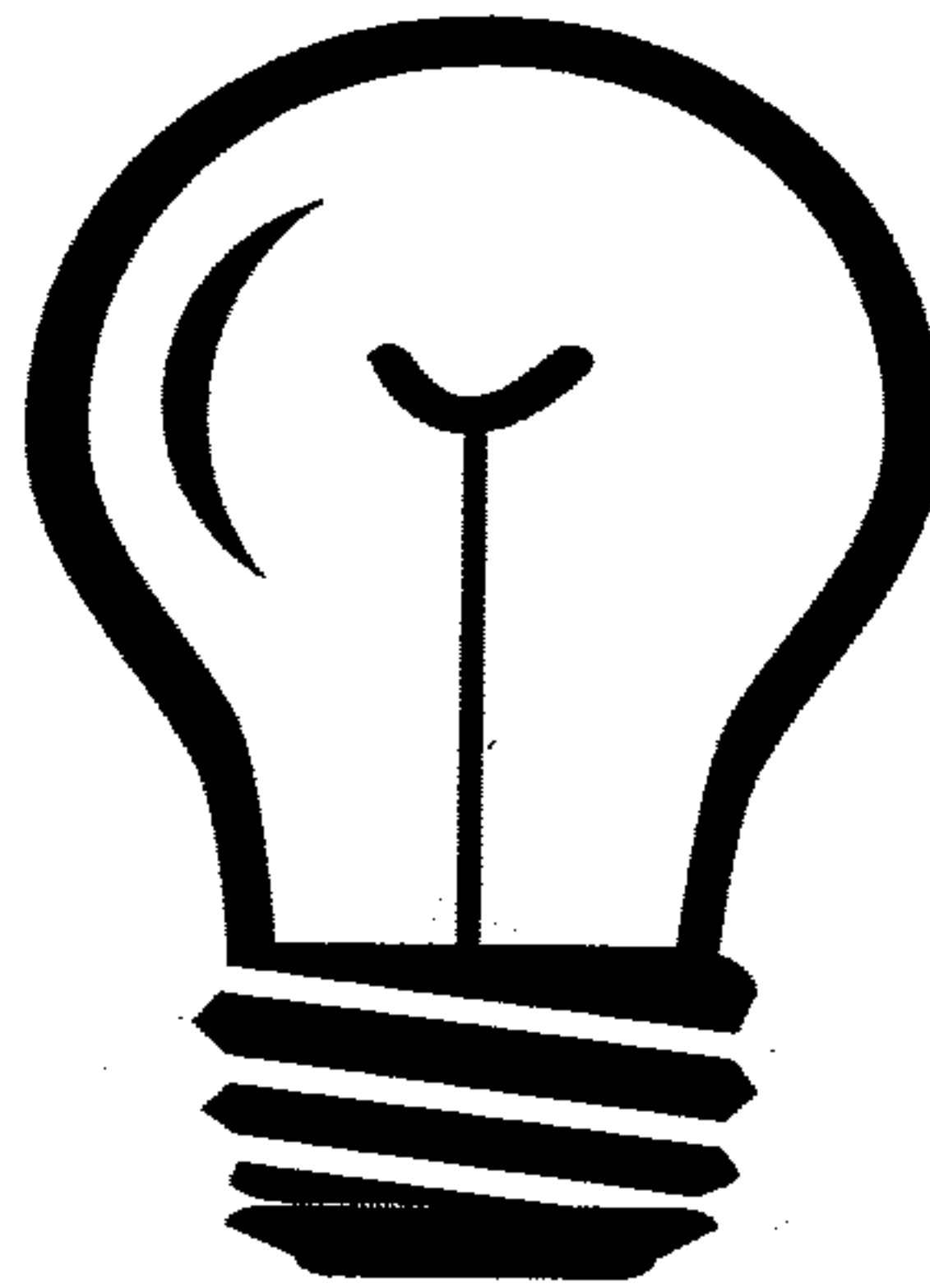


- Friendly competition drives participation
- Incentives add interest to program
- Make it feel like a perk, not an obligation

- There is value in educating and informing
- Be patient - change takes time
- Consider how to include families
- Don't make it mandatory



IDEAS



Healthy Snacks

Friendly Games

Health Fairs

Health Screenings

Walking Clubs

Activity Trackers

Resources

Visit www.aewajpia.com/resources.aspx

Search:

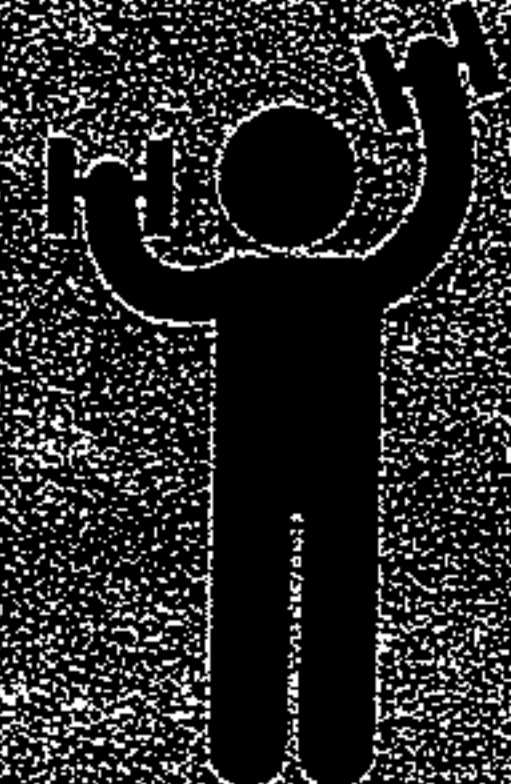
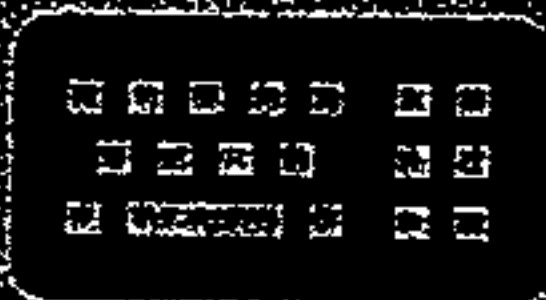
Anthem time well spent

Kaiser workforce health resources

Guidespark wellness

Wellness for small business

Wellness toolkit



Designing Your Wellness Program

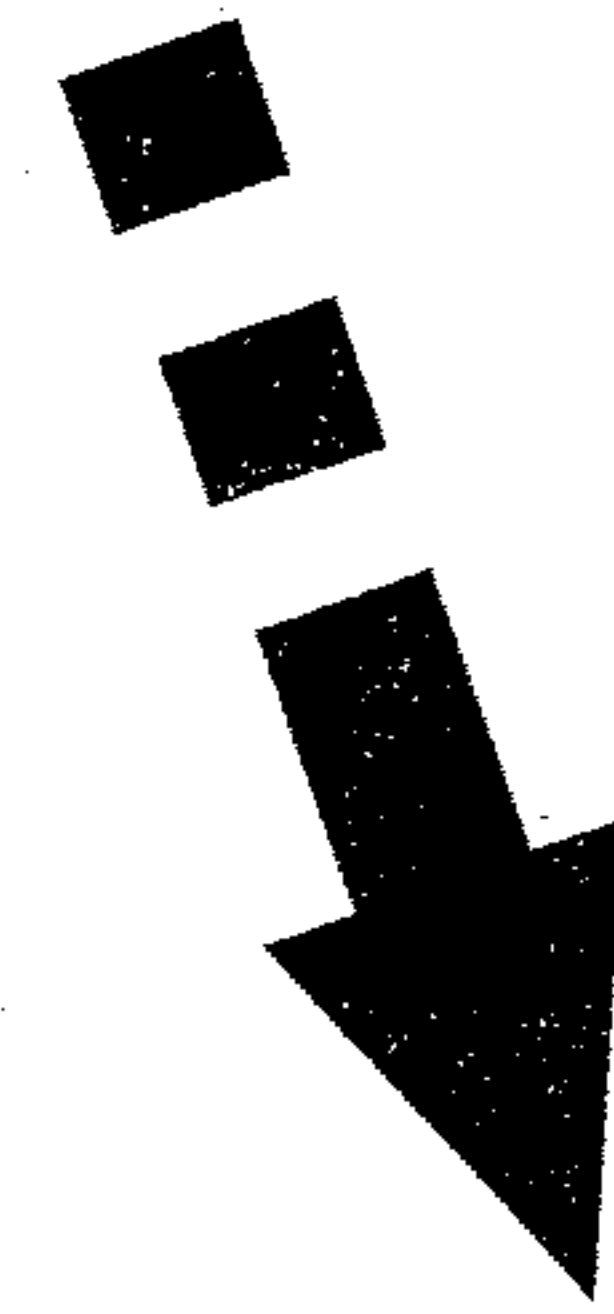
Use all or some of the steps



1. Obtain management support



2. Form Committee



Participation
Buy-in needed
Success depends on it

Plan
Brainstorm
Group involvement

4. Develop program

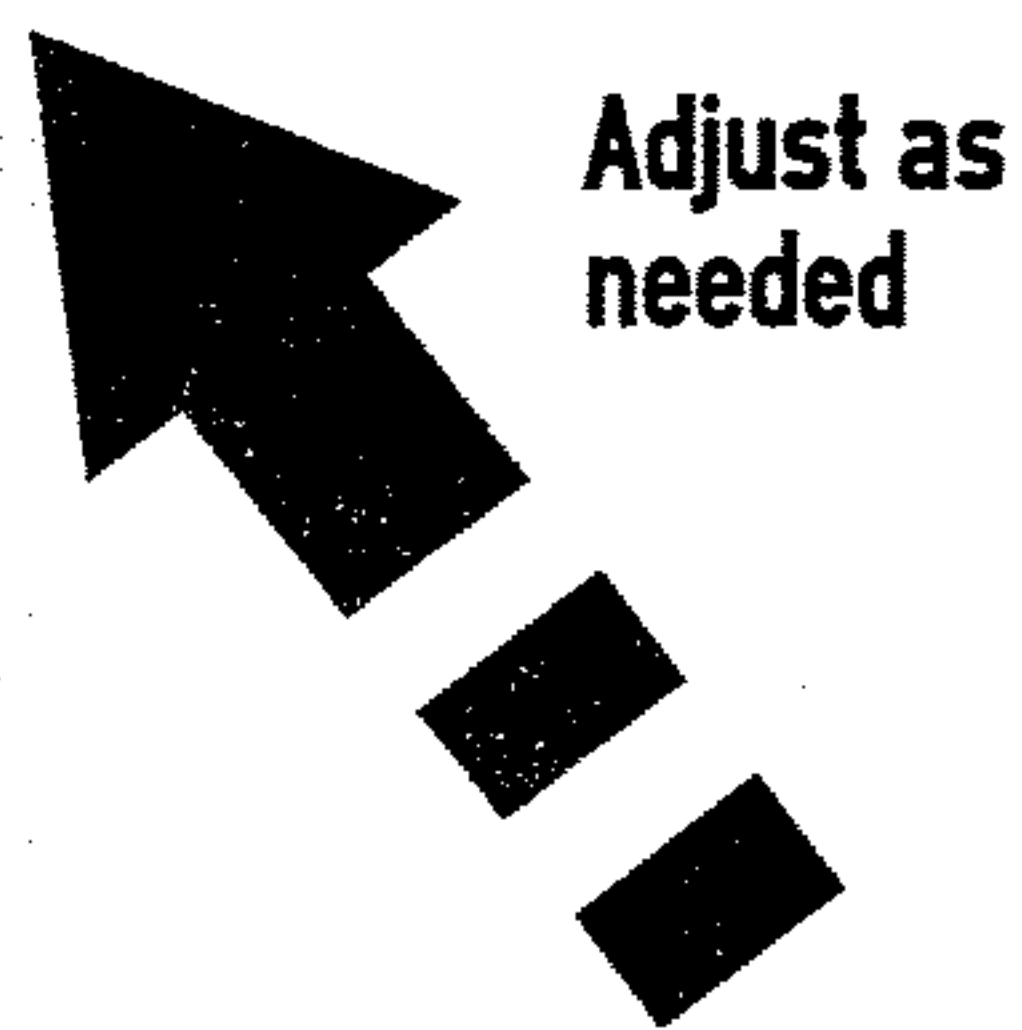


What do they want?

What will they participate in?

3. Survey employees

Focus areas
Budget
Rewards



5. Roll out program



6. Evaluate results

Don't Forget:
Legal Compliance
HIPAA
ADA
Discrimination
Taxation

Communicate
Make it fun

