

**MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, JUNE 8, 2015:**

*A meeting of the Personnel Committee of the Palmdale Water District was held Monday, June 8, 2015, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Mac Laren called the meeting to order at 9:00 a.m.*

**1) Roll Call.**

**Attendance:**

Personnel Committee:  
Kathy Mac Laren, Chair  
Joe Estes, Committee  
Member

**Others Present:**

Dennis LaMoreaux, General Manager  
Jennifer Emery, Human Resources Director  
Jim Stanton, Information Technology Manager  
Dawn Deans, Executive Assistant  
2 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 May 12, 2015.**

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 May 12, 2015, as written.

**4.2) Presentation on Community Bike Ride. (Bob Vigil, Squeaky Wheel)**

Mr. and Mrs. Bob Vigil, owners of the Squeaky Wheel, stated that they are a new bike shop interested in promoting biking events, pursuing more bike routes, opening the aqueduct for biking, developing bike trails on District-owned property, and growing cycling awareness after which General Manager LaMoreaux suggested that

District staff work with Mr. Vigil and the City of Palmdale on events and that Mr. Vigil present information on the benefits of bicycling to District employees as part of the District's Wellness Program.

The Committee then thanked Mr. and Mrs. Vigil for the information.

**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)**

Information Technology Manager Stanton provided an overview of the P.A.C.E. Employee Recognition Program, and after a brief discussion of the Program and of the importance of employee recognition, it was moved by Committee Member Estes, seconded by Chair Mac Laren, and unanimously carried that the Committee concurs with staff's recommendation to implement the Pat McElfresh Pride, Achievement, Creativity, and Enthusiasm (P.A.C.E.) Program and that the P.A.C.E. Program be presented to the full Board for consideration at the June 22, 2015 Regular Board Meeting.

**4.4) Discussion and Review of Human Resources Calendar. (Human Resources Director Emery)**

Human Resources Director Emery reviewed Human Resources Calendar goals for each quarter of 2015 including the salary survey and job description process, updating the Injury Illness Prevention Program, completion of the Employee Handbook updates and picnic, and the Wellness Program for the second quarter and performance appraisals have begun for the third quarter.

**4.5) Discussion of Wellness Program. (Human Resources Director Emery)**

Human Resources Director Emery stated that staff recommends several items be focused on for the Wellness Program including hosting workout sessions in the Board room, conducting the Biggest Loser contest twice a year, and participating in two charity fund raising events, and a grant application for \$1,000.00 will be submitted to JPIA to help fund a Wellness Program.

**5) Project Updates.**

**5.1) Status on Customer Service 2015 Campaign. (Human Resources Director Emery)**

General Manager LaMoreaux stated that new forms have been prepared to help customers manage their accounts; that drought rules and conservation tips have been posted in the lobby, and Customer Care staff is assisting PIO/Conservation Director McNutt with the preparation of handouts and bill inserts; that Field Customer Care staff will be first responders when water waste reports are received with the answering service taking Water Waste Hotline calls; that Field Customer Care staff will have more time to attend to water waste reports once recently approved revisions to late payment processing is implemented; and that PIO/Conservation Director McNutt is developing a FAQ form.

**5.2) Status on Organizational Assessment. (General Manager LaMoreaux)**

General Manager LaMoreaux stated that The Mathis Group will be conducting Culture Survey and Focus Group Meetings June 10 and 24 with a report anticipated by August.

President Mac Laren stated that she is proud of staff and the presentation made at a recent Palmdale City Council meeting regarding the steps the District is taking regarding drought mandatory restrictions followed by discussion of these restrictions and the restrictions of Los Angeles County Waterworks.

**5.3) Other.**

Human Resources Director Emery stated that the Service Worker I vacant position has been filled; that this leaves one open position; and that there may be an additional open position as an employee may be accepting employment with the LAPD.

There were no other items for discussion.

**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.

It was then stated that the next Personnel Committee meeting will be held July 16, 2015 at 9:00 a.m.

**8) Adjournment.**

There being no further business to come before the Personnel Committee, the meeting was adjourned at 10:13 a.m.

  
Chair