

MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, JULY 21, 2015:

A meeting of the Personnel Committee of the Palmdale Water District was held Tuesday, July 21, 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 10:00 a.m.

1) Roll Call.

Attendance:

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

Others Present:

Dennis LaMoreaux, General Manager
Matt Knudson, Assistant General Manager
Jennifer Emery, Human Resources Director
Dennis Hoffmeyer, Accounting Supervisor
Danielle Henry, Administrative 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 June 8, 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 June 8, 2015, as written.

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

Human Resources Director Emery stated that Human Resources Calendar goals are complete for the first two quarters of 2015 with the exception of the salary survey,

which has been distributed to managers for feedback, the survey will then be available to supervisors and staff to compare job descriptions, and the goal is to present the salary survey to the Personnel Committee in September, and small group meetings are being held with staff regarding ideas and priorities for the Strategic Plan.

Chair Mac Laren then requested the District's safety and training records be compared to that of other agencies as part of the salary survey as the District's safety record is very good after which Mr. Ron Cunningham, Palmdale resident, recommended the longevity of District employees also be considered as part of the salary survey.

Human Resources Director Emery then stated that the Benefits Fair is scheduled for October where JPIA will provide information on insurance plans to employees and spouses, vendor booths will be set up, and the all-hands lunch will be held the same day after which Mr. Cunningham requested retirees also be invited to the Benefits Fair.

4.3) Discussion of Wellness Program. (Human Resources Director Emery)

Human Resources Director Emery stated that staff recommends the District's Wellness Program begin with workout programs in the Boardroom; that the \$1,000.00 JPIA grant applied for will be used towards guest speakers and resources; that the Wellness Program will not impact the current budget; and that gifts from Anthem and Kaiser can be provided as incentives for employees followed by discussion of community bike rides and gym discounts.

4.4) Discussion of Interns for Fall Internship Program. (Human Resources Director Emery)

Human Resources Director Emery stated that there have been no requests for additional interns but staff has requested to continue the I.T. intern at Level 3, the current Service Worker intern may or may not move to Level 2, Customer Care may begin with a Level 1 intern if the current Customer Care intern accepts a position in her field of study but will move to a Level 3 intern if she stays with the District, the Water Treatment Plant Laboratory is treating their interns as an entry level educational experience and has requested a new Level 1 intern, the Water Conservation intern will be moved to a Level 2 intern, and the Engineering intern will move to a Level 2 intern.

She then stated that in addition, staff will team with A.V. Youthbuild for interns for beautification projects and will be working with Learn4Life, which will be more educational because of their age, followed by discussion of the Learn4Life facility.

4.5) Preliminary Discussion of Health Benefits. (Human Resources Director Emery)

Human Resources Director Emery stated that the District has a \$1,600.00 cap on health insurance benefits, which includes medical, dental, and vision; that she has highlighted JPIA's plans that fall within that cap; that no PPO family plans are covered under the cap and the Kaiser family plan has minimal employee expense; and that the Committee may want to discuss the cap followed by discussion of the purpose of the cap, account-based coverage, flexibility to visit the doctor of choice, the JPIA offerings for employees, increasing the cap, last year's comparison of other insurances to JPIA, JPIA offering the best rates, and reviewing the 2016 budget prior to any potential cap adjustments.

5) Project Updates.

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

General Manager LaMoreaux stated that the Customer Care Department has been assisting the Water Conservation Department with telephone calls, educating customers, participating in the Open House, and working at Thursday-Night-on-the-Square and has also been reviewing old accounts to determine if they qualify for the Rate Assistance Program, working on revisions to the credit check policy, and a recent letter to the editor referred to helpful customer service after which Committee Member Estes commended General Manager LaMoreaux on his response to a recent Antelope Valley Press letter to the editor.

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

General Manager LaMoreaux stated that The Mathis Group has submitted the Culture Surveys for evaluation; that once the results are received, Dr. Mathis will present these results to the Board; that he is working with staff to organize comments received at small Focus Group Meetings; and that staff is conducting small group meetings to obtain additional information for the Strategic Plan process followed by discussion of the overall

positive comments, a few areas needing attention, and moving towards positive improvements.

5.3) Other.

There were no other items for discussion.

6) Information Items.

There were no further information items.

7) Board Members' Requests for Future Agenda Items.

Committee Member Estes requested Human Resources Director Emery follow up with the City of Palmdale regarding a community bike ride or other community event.

Chair Mac Laren then suggested that the District discuss safety issues regarding Thursday-Night-on-the-Square.

There were no further requests for future agenda items.

It was then stated that the next Personnel Committee meeting will be held August 18, 2015 at 11:00 a.m.

8) Adjournment.

There being no further business to come before the Personnel Committee, the meeting was adjourned at 10:53 a.m.


Chair