

MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, AUGUST 18, 2015:

A meeting of the Personnel Committee of the Palmdale Water District was held Tuesday, August 18, 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 11:02 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
Mike McNutt, PIO/Conservation Director
Mynor Masaya, Operations Manager
Tim Moore, Facilities Manager
Dr. Bill Mathis, Consultant, The Mathis Group
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 July 21, 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 July 21, 2015, as written.

4.2) Presentation on Culture Survey for the District's Organizational Assessment. (Dr. Mathis/General Manager LaMoreaux)

Dr. Bill Mathis, The Mathis Group, provided an overview of the Organizational Assessment process and stated that staff is heavily involved in this process; that small groups are being formed to help facilitate changes; that several employees remain outliers; that several successful Organization Chart changes have been made as a result of the Assessment; and that he recommends the Culture Survey be repeated in two years.

PIO/Conservation Director McNutt then stated that the backdrop to the Organizational Assessment is change, and results are seen once everyone accepts change; that the Board is cohesive regarding the District's vision as shown by the most recent Culture Survey; and then reviewed the constructive, aggressive, and passive culture areas recorded among the Board of Directors and by staff in each of the Departments, recommended areas of improvement for each of the Departments, and the District's image in the community.

Human Resources Director Emery then reviewed the small group meetings being held with staff regarding ideas and priorities for the Strategic Plan after which the Committee commended staff on a job well done.

It was then determined that the Culture Survey results for the District's Organizational Assessment will be presented to the full Board at the upcoming President's Dinner.

4.3) Consideration and Possible Action on Revisions to Organizational Structure. (Assistant General Manager Knudson)

Assistant General Manager Knudson reviewed several recommended revisions to the Organizational Structure to consolidate maintenance activities in the Facilities Department, and after a brief discussion of the proposed changes, it was moved by Committee Member Estes, seconded by Chair Mac Laren, and unanimously carried that the Committee concurs with staff's recommendation to revise the Organizational Structure in the Facilities Department and that these revisions be presented to the full Board for consideration at the August 26, 2015 Regular Board Meeting.

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

Human Resources Director Emery stated that Human Resources Calendar goals for this quarter focus on safety with the Risk Manual nearly updated and training tasks

assigned to specific personnel; that succession planning will begin next year; that the Employee Handbook has been updated with July's regulations, and staff input will be obtained for the 2016 update; that the District received a \$1,000 wellness grant from JPIA for the District's Wellness Program, which is under development; that performance appraisals are complete for 2015; that recruitment has begun for the fall Internship Program; that the Holiday Party is coming up; and that the 4th quarter will involve primarily benefit open enrollment.

She then stated that the salary survey will be presented for consideration at the next Personnel Committee meeting.

5) Project Updates.

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

General Manager LaMoreaux stated that the Customer Care Department continues implementing changes to their operations to better address the needs of the customers and that the field side of the Customer Care Department is spending more time talking with customers and looking for water waste.

5.2) Status on Wellness Program. (Human Resources Director Emery)

Human Resources Director Emery stated that the status of the Wellness Program was discussed earlier in the meeting.

5.3) Other.

The Learn4Life Program was briefly discussed after which Human Resources Director Emery stated that Learn4Life is developing a Hydroponics Program; that an internship will be coordinated at the water treatment plant for this Program; and that other Learn4Life programs will be researched for future potential internship programs followed by discussion of cross training, succession planning, and the District's Education Reimbursement Policy.

There were no other items for discussion.

6) **Information Items.**

There were no further information items.

7) **Board Members' Requests for Future Agenda Items.**

It was stated that the Salary Survey will be presented for consideration at the next Personnel Committee meeting.

There were no further requests for future agenda items.

It was then stated that the next Personnel Committee meeting will be held September 15, 2015 at 11:00 a.m.

8) **Adjournment.**

There being no further business to come before the Personnel Committee, the meeting was adjourned at 12:53 p.m.


Chair