

MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, SEPTEMBER 28, 2015:

A meeting of the Personnel Committee of the Palmdale Water District was held Monday, September 28, 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
Vincent Dino, PWD Director
Matt Knudson, Assistant General Manager
Jennifer Emery, Human Resources Director
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 August 18, 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 August 18, 2015, as written.

4.2) Consideration and Possible Action on Salary Survey. (Assistant General Manager Knudson/Human Resources Director Emery)

Human Resources Director Emery provided a synopsis of the Salary Survey including the current range, the Salary Survey range, and staff's recommended salary

range for each of the District's positions along with recommended title changes and then provided an overview of staff's research and preparation of the Salary Survey and meetings with all staff members regarding the Salary Survey.

After a brief discussion of the Salary Survey, 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 Salary Survey as presented and that the Salary Survey be presented to the full Board for consideration at the October 14, 2015 Regular Board Meeting.

The Committee then commended Human Resources Director Emery and staff on their preparation of the Salary Survey.

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 will focus on Open Enrollment for benefits, which is scheduled for October 6 with representatives from JPIA, lunch, and a vendor fair; that the Holiday Party is scheduled for December; and that succession planning will begin next year.

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 to work with customers to help them understand the drought rules and that the field side of the Customer Care Department has been enforcing drought rules followed by discussion of appeals to water waste fines.

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

Human Resources Director Emery stated that the District received a \$1,000.00 grant from JPIA to begin a Wellness Program, and these funds will be used for a nutritionist, a healthy cooking class, and a self-defense instructor with remaining funds to be spent on videos for lunch workout sessions and exercise equipment for these videos.

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 talking points for Directors regarding benefits and the Salary Survey.

Human Resources Director Emery then reviewed how the District is significantly different from other agencies as staff performs many tasks and research in-house outside of normal job description duties to help reduce costs.

Employee contributions towards CalPERS and current General Counsel interpretations of CalPERS requirements were then discussed, and it was determined that this issue be reviewed at the next Committee meeting if a legal opinion is available or during budget discussions.

There were no further requests for future agenda items.

It was then stated that the next Personnel Committee meeting will be held October 20, 2015 at 10:00 a.m.

8) Adjournment.

There being no further business to come before the Personnel Committee, the meeting was adjourned at 10:36 a.m.


Chair