MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, JUNE 14, 2016:

A meeting of the Personnel Committee of the Palmdale Water District was held Tuesday, June 14, 2016 at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Mac Laren called the meeting to order at 10:10 a.m.

1) Roll Call.

Attendance:	**Others Present:**
Personnel Committee:	Matt Knudson, Assistant General Manager
Kathy Mac Laren, Chair	Marco Henriquez, PWD Director
Vincent Dino, Committee Member	Jennifer Emery, Human Resources Director
	Mike McNutt, PIO/Conservation Director
	Dawn Deans, Executive Assistant
	0 members of the public

2) Adoption of Agenda.

It was moved by Committee Member Dino, 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 September 28, 2015.

It was moved by Committee Member Dino, seconded by Chair Mac Laren, and unanimously carried to approve the minutes of the Personnel Committee meeting held September 28, 2015, as written.

4.2) Consideration and Possible Action on Approval of Organizational Changes. (Human Resources Director Emery)

Human Resources Director Emery provided an overview of recommended revisions to the District's Organizational Chart to continue the process of consolidating

maintenance under the Facilities Department, continue creating a long term vision of the District's personnel structure, to shift resources based on the District's needs, and to create a succession plan, and after a brief discussion of staff's recommendations, of areas of responsibilities, of PIO/Conservation Director McNutt's request for assistance, of budget considerations, of the District's location, of voluntary public information assistance from outside organizations, and of continuing efforts to reduce costs, it was moved by Committee Member Dino, seconded by Chair Mac Laren, and unanimously carried that the Committee concurs with staff's recommendation to revise the District's Organizational Chart with additional revisions and that the Organizational Chart be presented to the full Board for consideration at the June 22, 2016 Regular Board Meeting.

5) Project Updates.

5.1) Other.

There were no other items for discussion.

6) Information Items.

There were no further information items.

7) Public Comments on Closed Session Agenda Matters.

There were no public comments on closed session agenda matters.

8) Closed session under:

8.1) Conference with Committee – Public Employee Appointment/Employment Performance Evaluation: A Closed Session Will be Held, Pursuant to Government Code §54957, to Conduct an Employee Evaluation for the Position of General Manager.

At 11:18 a.m., Chair Mac Laren called for a closed session pursuant to Government Code §54957, to conduct an employee evaluation for the position of General Manager.

She reconvened the regular meeting at 11:22 a.m.

9) Public Report of Any Action Taken in Closed Session.

Chair Mac Laren stated that a closed session was held pursuant to Government Code §54957, to conduct an employee evaluation for the position of General Manager; that the Committee discussed the employee evaluation for the General Manager; but that no reportable action was taken.

10) Board Members' Requests for Future Agenda Items.

Bilingual issues, benefits, and streamlining job duties to create even greater efficiency as employees retire were briefly discussed, and there were no requests for future agenda items.

11) Adjournment.

There being no further business to come before the Personnel Committee, the meeting was adjourned at 11:30 a.m.

Chair