MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, NOVEMBER 7, 2016:

A meeting of the Personnel Committee of the Palmdale Water District was held Monday, November 7, 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 8:00 a.m.

1) Roll Call.

Attendance:
Personnel Committee:
Kathy Mac Laren, Chair
Vincent Dino, Committee Member

Others Present:
Dennis LaMoreaux, General Manager
Matt Knudson, Assistant General Manager
Jennifer Emery, Human Resources Director
Mike McNutt, Public Affairs & Sustainability Dir.
Dennis Hoffmeyer, Accounting Supervisor
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 by all members of the Committee present at the meeting to adopt the agenda, as written.

3) Public Comments for Non-Agenda Items.

There were no public comments for non-agenda items.

4) Action Items:

4.1) Consideration and Possible Action on Approval of Minutes of Special Meeting Held August 2, 2016.

It was moved by Committee Member Dino, seconded by Chair Mac Laren, and unanimously carried by all members of the Committee present at the meeting to approve the minutes of the special Personnel Committee meeting held August 2, 2016, as written.

4.2) Consideration and Possible Action on CalPERS Industrial Disability. (Human Resources Director Emery)

Human Resources Director Emery provided an overview of CalPERS Industrial Disability and stated that this is not an option for the District.

4.3) Consideration and Possible Action on the Position of Engineering Technician I. (Human Resources Director Emery)

Human Resources Director Emery provided an overview of the Engineering Technician I position, staff's recommendation for filling this position, and the cost of this position after which it was moved by Committee Member Dino, seconded by Chair Mac Laren, and unanimously carried by all members of the Committee present at the meeting to recommend the position of Engineering Technician I be considered during the budget process.

4.4) Consideration and Possible Action on Converting the Position of Public Affairs Specialist From Part-Time to Full-Time. (Public Affairs & Sustainability Director McNutt)

Public Affairs & Sustainability Director McNutt provided an overview of the need for the Public Affairs Specialist to become a full-time position, and after clarification of the cost of this position, it was moved by Committee Member Dino, seconded by Chair Mac Laren, and unanimously carried by all members of the Committee present at the meeting to recommend converting the position of Public Affairs Specialist from part-time to full-time be considered during the budget process.

4.5) Consideration and Possible Action on Intern Positions for Human Resources, the Water Treatment Plant Lab, Operations Technician, and Service Worker. (Human Resources Director Emery)

Human Resources Director Emery provided an overview of the successes of the District's Internship Program and staff's recommendation to continue the Internship Program, and after discussion of promoting the success of this Program, it was moved by Committee Member Dino, seconded by Chair Mac Laren, and unanimously carried by all members of the Committee present at the meeting to recommend intern positions for Human Resources, the Water Treatment Plant Lab, Operations Technician, and Service Worker be considered during the budget process.

5) Project Updates:

5.1) Other.

Human Resources Director Emery provided an overview of the District's Wellness Program, which is funded through a grant from ACWA.

6) Information Items.

There were no information items for discussion.

7) Board Members' Requests for Future Agenda Items.

Annual cost of living and employee contributions towards CalPERS were discussed, and it was determined that this be discussed at the budget workshop and the District's progress for employees contributing towards their portion of CalPERS be presented.

There were no further requests for future agenda items.

7) Adjournment.

There being no further business to come before the Personnel Committee, the meeting was adjourned at 8:28 a.m.

Chair