MINUTES OF INFORMATIONAL MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, AUGUST 16, 2017:

An informational meeting of the Personnel Committee of the Palmdale Water District was held Wednesday, August 16, 2017, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Committee Member Dino called the meeting to order at 10:02 a.m.

1) Roll Call.

Attendance:	**Others Present:**
Personnel Committee:	Dennis LaMoreaux, General Manager
Vincent Dino, Committee Member	Jennifer Emery, Human Resources Director
	Dawn Deans, Executive Assistant
Joe Estes, Chair -- EXCUSED ABSENCE	0 members of the public

2) Adoption of Agenda.

Committee Member Dino stated that there is a lack of a quorum for this meeting but that the agenda items will be reviewed for informational purposes.

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 Meeting Held March 28, 2017.

The March 28, 2017 minutes were not considered.

4.2) Consideration and Possible Action on Benefit Renewal Rates from JPIA. (Human Resources Director Emery)

Human Resources Director Emery stated that based on previous research and on the benefit renewal rates received from JPIA, staff recommends JPIA remain the District's insurance provider and the benefits package also remain the same. Committee Member Dino concurred with staff's recommendation.

4.3) Consideration and Possible Action on Increasing $1,600.00 Cap for Employee Benefits. (Human Resources Director Emery)

Human Resources Director Emery stated that per District policy for employee benefits, the District covers the entire cost of the least expensive family benefit plan; that premiums have increased above this cap; and that staff recommends the $1,600.00 cap for employee benefits be increased to $1,800.00 to cover the cost of the least expensive family benefit plan followed by discussion of a future Cadillac tax. Committee Member Dino concurred with staff's recommendation.

4.4) Consideration and Possible Action on Not Designating Annual Cost of Living Adjustment Towards Employee's Portion of CalPERS Effective January 1, 2018. (Human Resources Director Emery)

Human Resources Director Emery stated that the District has two CalPERS programs being the Classic Plan at 2% at 55 and the PEPRA Plan at 2% at 62 for newer employees; that Classic Plan participants have had their cost of living increases designated towards the employee's portion of this benefit for the past three years although there is no requirement for this shift; that all employees also contribute 6.25% of their salary towards social security; and that staff recommends not designating the annual cost of living adjustment towards the employee's portion of CalPERS effective January 1, 2018 followed by discussion of the PEPRA Plan and the eventual shift towards all employees under this Plan. Committee Member Dino concurred with staff's recommendation.

4.5) Consideration and Possible Action on Safety and Training Technician Position at Salary Range 29. ($22,000.00 for Remainder of 2017; Position Will be Included in 2018 Budget – Non-Budgeted – Human Resources Director Emery)

Human Resources Director Emery stated that staff recommends a Safety and Training Technician position be created with the person in this position spending half their time in the field observing processes and that it is hoped to hire within the District's workforce for this position followed by discussion of the salary range and need for filling this position. Committee Member Dino concurred with staff's recommendation.

4.6) Consideration and Possible Action on Internship Program With Antelope Valley College. (Human Resources Director Emery)

Human Resources Director Emery stated that she and Deputy Water & Energy Resources Director Thompson II have worked with the South Central Coast Region Colleges and secured a grant to fully fund four internships for the District; that internships would be for a Plant Operator, a Service Worker, a Lab Analyst, and a Field/Customer Care intern; and that staff recommends this grant be accepted for the Internship Program. Committee Member Dino concurred with staff's recommendation.

4.7) Consideration and Possible Action on Co-Hosting Leadership Training for Elected Officials. (Chair Estes/Human Resources Director Emery)

Human Resources Director Emery stated that Chair Estes requested staff research leadership training opportunities specialized for elected officials; that this training can be offered through the Water Utility Institute and made available to other elected officials meeting Strategic Initiative No. 5 – Regional Leadership of the District's Strategic Plan; and that staff recommends this training be pursued if the full Board is interested. Committee Member Dino concurred with staff's recommendation.

5) Information Items:

5.1) Discussion of Creating a Succession Planning Line Item for the 2018 Budget. (Human Resources Director Emery)

Human Resources Director Emery stated that employees in three key positions are retiring next year being a Construction Inspector, a Management Analyst, and the Facilities Manager; that staff is conducting an after-hours information session for the Management Analyst position with the hopes of filling this position in-house; and that staff recommends a line item be included in the 2018 Budget to overlap key positions. Committee Member Dino concurred with staff's recommendation.

5.2) Upcoming Priorities and Strategic Plan Update. (Human Resources Director Emery)

Human Resources Director Emery requested strategic input for Human Resources and stated that her strategy for Human Resources is to update job descriptions, the budget, benefits, and COLA with the salary survey, the Employee Handbook, and efficiency training for management and future leaders through Lean Six Sigma workflow processes on a rotating basis every three years. Committee Member Dino concurred with staff's recommendation.

General Manager LaMoreaux then stated that all Committees will be discussing the Strategic Plan update and recommending initiatives based on the Committee's viewpoint; that Dr. Mathis has offered to meet with individual Directors to discuss initiatives; and that a workshop regarding the Strategic Plan will be scheduled in October with Dr. Mathis facilitating the workshop.

Human Resources Director Emery then stated that the District received a $2,000.00 wellness grant from ACWA/JPIA and that this year's wellness challenge involves participating employees working out at least three times a week for thirty minutes and posting these workouts on the District's Intranet from August 1 through December 14.

General Manager LaMoreaux then stated that he will be providing the Board meeting security company 30 days' notice that their services are no longer required and that the items discussed today can be presented to the full Board for consideration at the September 13, 2017 Regular Board meeting followed by discussion of alternate Board Committee members.

There were no further information items.

6) Board Members' Requests for Future Agenda Items.

There were no requests for future agenda items.

7) Adjournment.

There being no further business to come before the Personnel Committee, the meeting was adjourned at 10:35 a.m.

Chair