MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, JANUARY 20, 2021:

A meeting of the Personnel Committee of the Palmdale Water District was held Wednesday, January 20, 2021, via teleconference. Chair Dizmang called the meeting to order at 1:02 p.m.

1) Roll Call.

Attendance:	**Others Present:**
Committee:	Dennis LaMoreaux, General Manager
Gloria Dizmang, Chair	Adam Ly, Assistant General Manager
Kathy Mac Laren-Gomez, Committee Member	Amberrose Merino, PWD Director
	Don Wilson, PWD Director
	Mike Williams, Finance Manager
	Jennifer Emery, Human Resources Director
	Judy Shay, Public Affairs Director
	Dennis Hoffmeyer, Accounting Supervisor
	Dawn Deans, Executive Assistant
	0 members of the public

2) Adoption of Agenda.

It was moved by Committee Member Mac Laren-Gomez, seconded by Chair Dizmang, 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: (The Public Shall Have an Opportunity to Comment on Any Action Item as Each Item is Considered by the Committee Prior to Action Being Taken.)

4.1) Consideration and Possible Action on Approval of Minutes of Meeting Held December 16, 2020.

It was moved by Committee Member Mac Laren-Gomez, seconded by Chair Dizmang, and unanimously carried by all members of the Committee present at the meeting to approve the minutes of the Personnel Committee meeting held December 16, 2020, as written.

4.2) Discussion of the District's Policy Regarding Medical Benefits. (No Budget Impact – General Manager LaMoreaux)

General Manager LaMoreaux provided an overview of the District's policy to cover the full cost of the lowest cost family plan offered for employee medical benefits and stated that insurance costs increased significantly for 2021; that the lowest cost family medical plan is now $2,035 per month; that the increase for 2021 is higher than provided for in the approved 2019 Water Rate Plan; and that this issue is being brought forward for discussion to determine if any revisions are recommended to the District's policy regarding covering the cost of medical benefits.

After a brief discussion of the increase and of the District's medical plans offered, it was moved by Committee Member Mac Laren-Gomez, seconded by Chair Dizmang, and unanimously carried by all members of the Committee present at the meeting that the Committee recommends this issue be brought before the Committee in August to determine if any revisions to the District's policy regarding coverage for the lowest cost family medical plan are recommended for the 2022 Budget.

4.3) Discussion of Goals for the District's Internship Program. (No Budget Impact – Human Resources Director Emery)

Human Resources Director Emery stated that the District is participating in a virtual Internship Program for the I.T. Department; that after COVID-19, staff hopes to return to an Internship Program with the local high school, Workforce, and Antelope Valley College; that high school intern placements are generally requested for public relations, engineering, and I.T.; that WorkForce placements are requested for customer care; and that the college program is a paid internship program and is not included in the 2021 Budget.

After a brief discussion, the Committee concurred with this path for the District's Internship Program.

5) Reports:

5.1) Human Resources Director Emery:

a) Personnel Policy Effects of COVID-19 Event.

Human Resources Director Emery reported that staff is currently combining the District's Coronavirus Disease (COVID-19) Pandemic Response Plan (Plan) with the recently received OSHA requirements, and it will be presented to the Board for consideration; that for those District employees who have had COVID-19, none have contracted it from work; that the District has specific requirements in place to prevent exposure; that work from home rotation is helping reduce possible exposure; and that the District has kept in place an additional 80 hours of sick leave for COVID-19 related sickness until such time as a new state order has been issued followed by discussion of the vaccine process and the timeline for water workers to be presented with the option of receiving the vaccine.

6) Board Members' Requests for Future Agenda Items.

Committee Member Mac Laren-Gomez recommended a future agenda item for "Consideration and possible action on apprenticeship programs for water as recommended by Dr. Mathis" after which General Manager LaMoreaux stated that a 2021 proposal from Dr. Mathis will be presented to the full Board for consideration at the February 8, 2021 Regular Board Meeting, and the proposal includes this topic.

There were no further requests for future agenda items.

7) Date of Next Committee Meeting.

It was stated that the next Personnel Committee meeting will be held February 17, 2021 at 1:00 p.m.

8) Adjournment.

There being no further business to come before the Personnel Committee, the meeting was adjourned at 1:35 p.m.

Kathryn A. MacLaren
Chair