PALMDALE WATER DISTRICT

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February 20, 2014

Agenda for a Meeting
of the Personnel Committee of the Palmdale Water District
Committee Members: Kathy Mac Laren-Chair, Joe Estes
to be held at the District's office at 2029 East Avenue Q, Palmdale

Monday, February 24, 2014

5:30 p.m.

NOTE: To comply with the Americans with Disabilities Act, to participate in any Board meeting please contact Dawn Deans at 661-947-4111 x1003 at least 48 hours prior to a Board meeting to inform us of your needs and to determine if accommodation is feasible.

Agenda item materials, as well as materials related to agenda items submitted after distribution of the agenda packets, are available for public review at the District's office located at 2029 East Avenue Q, Palmdale. Please call Dawn Deans at 661-947-4111 x1003 for public review of materials.

PUBLIC COMMENT GUIDELINES: The prescribed time limit per speaker is three-minutes. Please refrain from public displays or outbursts such as unsolicited applause, comments, or cheering. Any disruptive activities that substantially interfere with the ability of the District to carry out its meeting will not be permitted and offenders will be requested to leave the meeting.

Each item on the agenda shall be deemed to include any appropriate motion, resolution, or ordinance to take action on any item.

1) Roll call.

2) Adoption of agenda.

3) Public comments.

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 November 25, 2013.

4.2) Discussion and possible action on:
a) Committee goals
b) Committee actions in support of the Strategic Plan.

4.3) Consideration and possible action on development of an Internship Program. (Human Resources Manager Emery)

4.4) Consideration and possible action on recommending filling one vacant District position as follows: Field Service Tech. 1. (Budgeted – Human Resources Manager Emery)

4.5) Consideration and possible action on recommending concurrently funding the Community & Government Affairs Coordinator position and defunding the Water Conservation Supervisor position. (Human Resources Manager Emery)

4.6) Consideration and possible action on revisions to the Organization Chart. (Human Resources Manager Emery)

5) Project Updates:

5.1) Status on Organizational Assessment. (General Manager LaMoreaux)

5.2) Status on Employee Handbook. (Human Resources Manager Emery)

6) Information items.

7) Board members' requests for future agenda items.

8) Adjournment.

Dennis D. LaMoreaux

DENNIS D. LaMOREAUX,
General Manager

DDL/dd