

MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, NOVEMBER 14, 2019:

A meeting of the Personnel Committee of the Palmdale Water District was held Thursday, November 14, 2019, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Dizmang called the meeting to order at 4:31 p.m.

1) Roll Call.

Attendance:

Committee:

Gloria Dizmang, Chair

Kathy Mac Laren, Committee
Member

Others Present:

Dennis LaMoreaux, General Manager

Adam Ly, Assistant General Manager

Robert Alvarado, PWD Director

Mike Williams, Finance Manager

Jennifer Emery, Human Resources Director

Scott Rogers, Engineering/Grant Manager

Chris Bligh, Facilities Manager

Dawn Deans, Executive Assistant

0 members of the public

2) Adoption of Agenda.

It was moved by Committee Member Mac Laren, 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 September 19, 2019.

It was moved by Committee Member Mac Laren, seconded by Chair Dizmang, and unanimously carried by all members of the Committee present at the meeting to approve the minutes of the Organizational Excellence Committee meeting held September 19, 2019, as written.

4.2) Consideration and Possible Action on Revision to the Organizational Structure Chart to Add One Operations Technician I/II Position. (Budgeted – 2020 – Facilities Manager Bligh)

After a brief discussion of this revision and of the need to add one Operations Technician I/II position to the District's Organizational Structure Chart, it was moved by Committee Member Mac Laren, seconded by Chair Dizmang, and unanimously carried by all members of the Committee present at the meeting that the Committee concurs with staff's recommendation to revise the Organizational Structure Chart to add one Operations Technician I/II position and that this item be presented to the full Board for consideration at the November 25, 2019 Regular Board Meeting.

4.3) Consideration and Possible Action on Revision to the Organizational Structure Chart Regarding the Engineering Department. (No Budget Impact – Engineering/Grant Manager Rogers)

After a brief discussion of this Engineering Department revision to the District's Organizational Structure Chart, it was moved by Committee Member Mac Laren, seconded by Chair Dizmang, and unanimously carried by all members of the Committee present at the meeting that the Committee concurs with staff's recommendation to revise the Organizational Structure Chart regarding the Engineering Department and that this item be presented to the full Board for consideration at the November 25, 2019 Regular Board Meeting.

4.4) Consideration and Possible Action on Updates and Revisions to the Employee Handbook. (No Budget Impact – Human Resources Director Emery)

After a brief review and discussion of proposed revisions to the Employee Handbook, it was moved by Committee Member Mac Laren, seconded by Chair Dizmang, and unanimously carried by all members of the Committee present at the meeting that the Committee concurs with staff's recommendation to revise the Employee Handbook, as presented, with the exception of pursuing a Dog at Work Policy, and that this item be presented to the full Board for consideration at the November 25, 2019 Regular Board Meeting.

4.5) Consideration and Possible Action on Updating Community Workforce Agreement. (Organizational Excellence Committee Goal)

General Manager LaMoreaux stated that the existing Project Labor Agreement expired November 4, 2019; that an updated draft Community Workforce Agreement has been presented to General Counsel Dunn for review; and that staff will continue negotiations and present the updated Community Workforce Agreement to the full Board for consideration.

5) Information Items:

5.1) Other.

Committee Member Mac Laren inquired as to the number of applications received for the Customer Care Representative position after which Human Resources Director Emery stated that over 1,200 applications were received.

She then stated that she and Water Use Efficiency Specialist I Avelar will be representing the District at the upcoming Littlerock High School career fair and that staff is reviewing unpaid Internship Program applications for the Public Affairs and Information Technology Departments.

There were no other information items.

6) Board Members' Requests for Future Agenda Items.

Chair Dizmang recommended an item be placed on the next agenda for "Consideration and possible action on Internship Program."

There were no further requests for future agenda items.

7) Date of Next Committee Meeting.

It was determined that the next Personnel Committee meeting will be held in January.

8) **Adjournment.**

There being no further business to come before the Personnel Committee, the meeting was adjourned at 5:16 p.m.


Chair