MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, DECEMBER 16, 2020:

A meeting of the Personnel Committee of the Palmdale Water District was held Wednesday, December 16, 2020, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office and via teleconference. Chair Dizmang called the meeting to order at 1:14 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,	Amberrose Merino, PWD Director (via teleconf.)
Committee Member (via teleconf.)	Mike Williams, Finance Manager (via teleconf.)
	Jennifer Emery, Human Resources Director (via teleconf.)
	Judy Shay, Public Affairs Director (via teleconf.)
	Chris Bligh, Facilities Manager (via teleconf.)
	Dennis Hoffmeyer, Accounting Spvsr. (via teleconf.)
	Dawn Deans, Executive Assistant (via teleconf.)
	3 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 September 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 September 16, 2020, as written.

4.2) Consideration and Possible Action on Approval of Revision to Organizational Chart Moving the Purchasing Technician Positions From the Facilities Department to the Finance Department and Approval of Updated Purchasing Technician Job Descriptions. (No Budget Impact – Human Resources Director Emery)

Human Resources Director Emery provided an overview of the proposed revision to the Organizational Chart moving the Purchasing Technician positions to the Finance Department after which 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 concurs with staff's recommendation to approve the revision to the Organizational Chart moving the Purchasing Technician positions from the Facilities Department to the Finance Department and approve the updated Purchasing Technician job descriptions and that this item be considered by the full Board at the January 11, 2021 Regular Board Meeting.

5) Reports:

5.1) Human Resources Director Emery:

a) Personnel Policy Effects of COVID-19 Event.

Human Resources Director Emery reported that the District's Coronavirus Disease (COVID-19) Pandemic Response Plan (Plan) has been effective; that some employees are testing positive but there has been no spread within the District; and that the Plan will be presented to the Board for further review as updates are required followed by discussion of COVID-19 testing sites.

6) Board Members' Requests for Future Agenda Items.

General Manager LaMoreaux recommended a future agenda item for "Discussion of the District's policy regarding medical benefits."

Human Resources Director Emery recommended a future agenda item for "Discussion of goals for the District's Internship Program."

After a brief discussion, a future agenda item was recommended for "Discussion of the availability of the COVID-19 vaccine to District staff."

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 January 20, 2021 at 1:00 p.m.

8) Adjournment.

There being no further business to come before the Personnel Committee, the meeting was adjourned at 1:30 p.m.

Chair