

MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, FEBRUARY 17, 2021:

A meeting of the Personnel Committee of the Palmdale Water District was held Wednesday, February 17, 2021, via teleconference. Chair Mac Laren-Gomez called the meeting to order at 1:00 p.m.

1) Roll Call.

Attendance:

Committee:

Kathy Mac Laren-Gomez, Chair
Amberrose Merino,
Committee Member

Others Present:

Dennis LaMoreaux, General Manager
Adam Ly, Assistant General Manager
Mike Williams, Finance Manager
Jennifer Emery, Human Resources Director
Judy Shay, Public Affairs Director
Heather Oates, Safety and Training Tech.
Dawn Deans, Executive Assistant
0 members of the public

2) Adoption of Agenda.

It was moved by Committee Member Merino, seconded by Chair Mac Laren-Gomez, 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 January 20, 2021.

It was moved by Committee Member Merino, seconded by Chair Mac Laren-Gomez, and unanimously carried by all members of the Committee present at the meeting to approve the minutes of the Personnel Committee meeting held January 20, 2021, as written.

4.2) Consideration and Possible Action on a Recommendation on the Palmdale Water District's COVID-19 Prevention Program. (No Budget Impact – Human Resources Director Emery)

Human Resources Director Emery provided an overview of the District's current and proposed COVID-19 Prevention Program, and after a brief discussion of staff's recommendation to approve the revised Program with new guidelines, it was moved by Committee Member Merino, seconded by Chair Mac Laren-Gomez, and unanimously carried by all members of the Committee present at the meeting that the Committee concurs with staff's recommendation to approve the Palmdale Water District's COVID-19 Prevention Program and that the Program be presented to the full Board for consideration at the February 22, 2021 Regular Board Meeting.

5) Reports:

5.1) Human Resources Director Emery:

a) Personnel Policy Effects of COVID-19 Event.

Human Resources Director Emery stated that she has no additional information to report regarding the COVID-19 event.

She then reported that after General Counsel's review of the updated Employee Handbook, it will be presented to the Ad Hoc Committee and then to the full Board for consideration.

She then reported that as part of this year's Salary Survey, all job descriptions are being updated and will be presented to the Committee for consideration.

6) Board Members' Requests for Future Agenda Items.

Chair Mac Laren-Gomez recommended a future agenda item for "Consideration and possible action on Director compensation" and that comparisons for this item be provided using the same agencies as the Salary Survey and include benefit information.

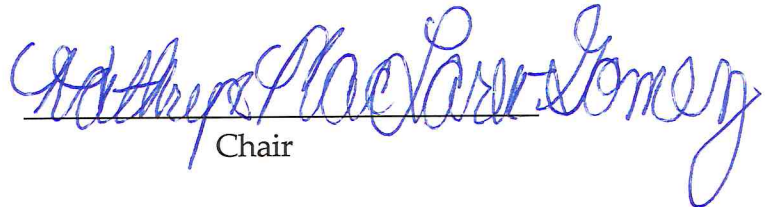
There were no further requests for future agenda items.

7) **Date of Next Committee Meeting.**

It was stated that the next Personnel Committee meeting will be held March 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 1:15 p.m.


Chair