MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, MARCH 21, 2018:

A meeting of the Personnel Committee of the Palmdale Water District was held Wednesday, March 21, 2018, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Estes called the meeting to order at 10:00 a.m.

1) Roll Call.

Attendance:	**Others Present:**
Personnel Committee:	Dennis LaMoreaux, General Manager
Joe Estes, Chair	Robert Alvarado, PWD Director
Vincent Dino, Committee Member	Mike Williams, Finance Manager
	Jennifer Emery, Human Resources Director
	Laura Gallegos, Public Affairs Specialist
	Dawn Deans, Executive Assistant
	0 members of the public

2) Adoption of Agenda.

It was moved by Director Dino, seconded by Director Estes, 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:

4.1) Consideration and Possible Action on Approval of Minutes of Meeting Held November 21, 2017.

It was moved by Committee Member Dino, seconded by Chair Estes, and unanimously carried by all members of the Committee present at the meeting to approve the minutes of the Personnel Committee meeting held November 21, 2017, as written.

4.2) Consideration and Possible Action on Revisions to Employee Handbook. (No Budget Impact at This Time – Human Resources Director Emery)

Human Resources Director Emery provided a detailed overview of the proposed revisions to the Employee Handbook, and after a brief discussion of several revisions, it was moved by Committee Member Dino, seconded by Chair Estes, and unanimously carried by all members of the Committee present at the meeting that the Committee concurs with staff's recommended revisions to the Employee Handbook and that this item be presented to the full Board for consideration at the March 28, 2018 Regular Board meeting.

4.3) Consideration and Possible Action on Revision to Organizational Chart Moving the Customer Care Department Directly Under the General Manager Position. (No Budget Impact – Human Resources Director Emery/General Manager LaMoreaux)

Human Resources Director Emery provided an overview of the proposed revision to the Organizational Chart, and after a brief discussion of this revision, it was moved by Committee Member Dino, seconded by Chair Estes, and unanimously carried by all members of the Committee present at the meeting that the Committee concurs with staff's recommended revision to the Organizational Chart moving the Customer Care Department directly under the General Manager position and that this item be presented to the full Board for consideration at the March 28, 2018 Regular Board meeting.

4.4) Consideration and Possible Action on Changing the Job Title of One Customer Account Technician to Payroll Specialist and Revision to Salary Range for This Position. (No Budget Impact – Human Resources Director Emery/General Manager LaMoreaux)

Human Resources Director Emery provided an overview of the need to change a job title and salary range for one position, and after a brief discussion of this change, it was moved by Committee Member Dino, seconded by Chair Estes, and unanimously carried by all members of the Committee present at the meeting that the Committee concurs with staff's recommended revision to change the job title of one Customer Account Technician to Payroll Specialist and revise the salary range for this position and that this item be presented to the full Board for consideration at the March 28, 2018 Regular Board meeting.

4.5) Consideration and Possible Action on Increase to Waiver Amount From $450.00 to $650.00 for Opting Out of Palmdale Water District Healthcare Benefits Package. ($21,600.00 – Budgeted – Human Resources Director Emery)

Human Resources Director Emery provided an overview of the proposed revision for opting out of District healthcare benefits, and after a brief discussion of this revision, it was moved by Committee Member Dino, seconded by Chair Estes, and unanimously carried by all members of the Committee present at the meeting that the Committee concurs with staff's recommendation to increase the waiver amount from $450.00 to $650.00 for opting out of Palmdale Water District's healthcare benefits package and that this item be presented to the full Board for consideration at the March 28, 2018 Regular Board meeting.

4.6) Consideration and Possible Action to Extend Funding for Internship Program. (Human Resources Director Emery)

Human Resources Director Emery provided an overview of the grant funding available from the South Central Coast Regional Consortium for an Internship Program, and after a brief discussion of the benefits of the Internship Program, it was moved by Committee Member Dino, seconded by Chair Estes, and unanimously carried by all members of the Committee present at the meeting that the Committee concurs with staff's recommendation to pursue $15,000.00 in grant funding from the South Central Coast Regional Consortium for an Internship Program.

Chair Estes requested a list of past interns and their achievements be presented at a future date.

5) Information Items:

5.1) Other.

Human Resources Director Emery provided an update on the recruitment process for the Facilities Manager and Assistant General Manager positions.

She then informed the Committee that an Intern through Work Source is employed in the Customer Care Department and will be with the District for nine months.

There were no further information items.

6) Board Members' Requests for Future Agenda Items.

There were no further requests for future agenda items.

7) Adjournment.

There being no further business to come before the Personnel Committee, the meeting was adjourned at 10:35 a.m.

Chair