

MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, MARCH 7, 2019:

A meeting of the Personnel Committee of the Palmdale Water District was held Thursday, March 7, 2019, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Mac Laren called the meeting to order at 4:32 p.m.

1) Roll Call.

Attendance:

Personnel Committee:
Kathy Mac Laren, Chair
Vincent Dino, Committee
Member

Others Present:

Dennis LaMoreaux, General Manager
Adam Ly, Assistant General Manager
Robert Alvarado, PWD Director
Don Wilson, PWD Director
Jennifer Emery, Human Resources Director
Jim Stanton, Information Technology Manager
Tara Rosati, Customer Care Supervisor
Dawn Deans, Executive Assistant
0 members of the public

2) Adoption of Agenda.

It was moved by Committee Member Dino, seconded by Chair Mac Laren, 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 8, 2018.

It was moved by Committee Member Dino, seconded by Chair Mac Laren, and unanimously carried by all members of the Committee present at the meeting to approve the minutes of the Personnel Committee meeting held November 8, 2018, as written.

4.2) Consideration and Possible Action on Management Training. (\$29,240.00 – Budgeted – Human Resources Director Emery/General Manager LaMoreaux)

Human Resources Director Emery provided an overview of the management training proposed by Tiana Sanchez International, LLC, and after a brief discussion of this training, it was moved by Committee Member Dino, seconded by Chair Mac Laren, and unanimously carried by all members of the Committee present at the meeting that the Committee concurs with staff's recommendation to approve management training by Tiana Sanchez International, LLC and that this item be presented to the full Board for consideration at the March 25, 2019 Regular Board meeting.

4.3) Consideration and Possible Action on Creating a Field Customer Care Representative II Designation. (No Budget Impact – Human Resources Director Emery)

Human Resources Director Emery reviewed staff's recommendation to create a Field Customer Care Representative II designation, and after a brief discussion of the criteria for this designation, it was moved by Committee Member Dino, seconded by Chair Mac Laren, and unanimously carried by all members of the Committee present at the meeting that the Committee concurs with staff's recommendation to create a Field Customer Care Representative II designation and that this item be presented to the full Board for consideration at the March 25, 2019 Regular Board meeting.

4.4) Consideration and Possible Action on Revision to Organizational Structure Moving the G.I.S. Coordinator Position From the Engineering Department to the Information Technology Department. (No Budget Impact – Human Resources Director Emery)

Human Resources Director Emery reviewed the proposed revision to the Organizational Structure, and after a brief discussion of the evolving capabilities of the G.I.S. Coordinator position, it was moved by Committee Member Dino, seconded by Chair Mac Laren, 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 moving the G.I.S. Coordinator position from the Engineering Department to the Information Technology Department and that this item be presented to the full Board for consideration at the March 25, 2019 Regular Board meeting.

4.5) Consideration and Possible Action on Co-Sponsoring Cultural Training With the City of Palmdale. (\$5,200.00 – Budgeted – Human Resources Director Emery)

Human Resources Director Emery provided an overview of the cultural training proposed to be sponsored with the City of Palmdale, and after a brief discussion of the scope and proposed attendance for this training, it was moved by Committee Member Dino, seconded by Chair Mac Laren, and unanimously carried by all members of the Committee present at the meeting that the Committee concurs with staff's recommendation to approve co-sponsorship of cultural training with the City of Palmdale and that this item be presented to the full Board for consideration at the March 25, 2019 Regular Board meeting.

Chair Mac Laren then recommended that the public be informed of staff's innovative ideas.

5) Information Items:

5.1) Other.

Human Resources Director Emery distributed the GIS Coordinator job description.

She then stated that because of the loss of co-worker Barry Fear, the District's bereavement policy will apply if management notices staff struggling with the loss; that the District is holding a memorial luncheon to honor and celebrate Barry's life on March 21; and that grief counselors from the District's Employee Assistance Program will be available for staff that day.

The District's health and wellness program was then discussed including topics for future trainings and providing body scans for employees through grants.

There were no further information items.

6) Board Members' Requests for Future Agenda Items.

Chair Mac Laren inquired about the compensation comparisons for Directors after which Human Resources Director Emery stated that this information will be available for presentation to the full Board at the March 25, 2019 Regular Board meeting.

There were no requests for future agenda items.

7) **Adjournment.**

There being no further business to come before the Personnel Committee, the meeting was adjourned at 5:23 p.m.


Chair