MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, APRIL 23 2020:

A meeting of the Personnel Committee of the Palmdale Water District was held Thursday, April 23, 2020, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Dizmang called the meeting to order at 2:32 p.m.

1) Roll Call.

Attendance:	**Others Present:**
Committee:	Dennis LaMoreaux, General Manager
Gloria Dizmang, Chair (via teleconference)	Adam Ly, Assistant General Manager
	Jennifer Emery, Human Resources Director
Kathy Mac Laren, Committee Member (via teleconference)	Scott Rogers, Engineering/Grant Manager
	Jim Stanton, Information Technology Manager
	Chris Bligh, Facilities Manager
	Danielle Henry, Management Analyst
	1 member 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 February 6, 2020.

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 Personnel Committee meeting held February 6, 2020, as written.

4.2) Consideration and Possible Action on Approval of Salary Ranges for Junior Engineer, Assistant Engineer, Associate Engineer, and Senior Engineer Positions in the Engineering Department. (No Budget Impact – Human Resources Director Emery)

Human Resources Director Emery reviewed the salary ranges for the Junior Engineer, Assistant Engineer, Associate Engineer, and Senior Engineer positions, and after a brief discussion of succession planning, 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 approve salary ranges for the Junior Engineer, Associate Engineer, and Senior Engineer positions in the Engineering Department and that this item be presented to the full Board for consideration at the May 11, 2020 Regular Board Meeting.

4.3) Consideration and Possible Action on Revision to Organizational Structure Moving the SCADA Instrumentation Tech Positions from the Facilities Department to the Information Technology Department. (No Budget Impact – Human Resources Director Emery/Information Technology Manager Stanton)

Information Technology Manager Stanton reviewed the recommendation to move the SCADA Instrumentation Tech positions from the Facilities Department to the Information Technology Department, and after a brief discussion of American Water Infrastructure Act recommendations and of succession planning, 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 moving the SCADA Instrumentation Tech Positions from the Facilities Department to the Information Technology Department and that this item be presented to the full Board for consideration at the May 11, 2020 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 the District has implemented the provisions of the District's Coronavirus Disease (COVID-19) Pandemic Response Plan,

including closing the lobby and rotating staff working at home; that working at home was implemented quickly as the District was prepared for this option; that regular updates regarding the coronavirus and requirements are provided to staff via email; that personal protective equipment is being obtained as quickly as possible; and that the Coronavirus Disease (COVID-19) Pandemic Response Plan will be presented to the full Board for consideration for future pandemic events followed by discussion of other sources for obtaining personal protective equipment.

6) Board Members' Requests for Future Agenda Items.

There were no requests for future agenda items.

7) Date of Next Committee Meeting.

There was no date set for the next Personnel Committee meeting.

8) Adjournment.

There being no further business to come before the Personnel Committee, the meeting was adjourned at 2:53 p.m.

Robert Abud

Acting Chair