

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

*A meeting of the Personnel Committee of the Palmdale Water District was held Thursday, June 17, 2021, at 2029 East Avenue Q, Palmdale, CA 93550 and via teleconference. Chair Mac Laren-Gomez called the meeting to order at 9:00 a.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  
Dennis Hoffmeyer, Accounting Supervisor  
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 May 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 May 20, 2021, as written.

**4.2) Consideration and Possible Action on a Recommendation on Updated Job Descriptions for the Customer Care and Finance Departments. (No Budget Impact – Human Resources Director Emery)**

Human Resources Director Emery provided an overview of the revised job descriptions for the Customer Care and Finance Departments after which 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 updated job descriptions for the Customer Care and Finance Departments and that they be presented to the full Board for consideration at the June 28, 2021 Regular Board Meeting.

**5) Reports:**

**5.1) Human Resources Director Emery:**

**a) Personnel Policy Effects of COVID-19 Event.**

Human Resources Director Emery provided an overview of staff's efforts regarding COVID-19, including maintaining Cal-OSHA requirements regarding masks, ensuring proper staffing at all times, and quarantine requirements for vaccinated and unvaccinated employees followed by discussion of the new COVID-19 variant, proposed Cal-OSHA updated requirements, the Governor's mandates, and updating the District's COVID-19 Prevention Program Policy, and General Manager LaMoreaux stated that an update on any revisions and mandates will be provided at the June 28, 2021 Regular Board Meeting.

**6) Board Members' Requests for Future Agenda Items.**

There were no requests for future agenda items.

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

It was stated that the next Personnel Committee meeting will be held July 15, 2021 at 9:00 a.m.

8) **Adjournment.**

There being no further business to come before the Personnel Committee, the meeting was adjourned at 9:16 a.m.

  
Chair