

MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, JULY 15, 2021:

A meeting of the Personnel Committee of the Palmdale Water District was held Thursday, July 15, 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
Jennifer Emery, Human Resources Director
Judy Shay, Public Affairs Director
Dennis Hoffmeyer, Accounting Supervisor
Amanda Thompson, Water Quality/Reg. Affairs Spvrs.
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 June 17, 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 June 17, 2021, as written.

4.2) Consideration and Possible Action on a Recommendation on Updated Job Descriptions for the Administration, Resource and Analytics, Information Technology, and Operations Departments. (No Budget Impact – Human Resources Director Emery)

Human Resources Director Emery provided an overview of the revised job descriptions for the Administration, Resource and Analytics, Information Technology, and Operations Departments, and after a brief discussion of these job descriptions, succession planning, and a request from Water Quality/Regulatory Affairs Supervisor Thompson for further consideration of the job descriptions for her department, 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 Administration, Resource and Analytics, Information Technology, and Operations Departments and that they be presented to the full Board for consideration at the July 26, 2021 Regular Board Meeting, with the exception of the Operations Supervisor-Plant/Water Quality, Laboratory Analyst 1/2, and Laboratory Technician positions.

5) Reports:

5.1) Human Resources Director Emery:

a) Personnel Policy Effects of COVID-19 Event.

Human Resources Director Emery stated that there have been no further revisions since the July 12, 2021 Regular Board Meeting where the updated COVID-19 Prevention Program Policy was approved followed by discussion of local trends, mask requirements, and the heat.

6) Board Members' Requests for Future Agenda Items.

It was stated that an item will be placed on the next agenda for "Discussion of Succession Planning and programs."

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 August 18, 2021 at 9:00 a.m.

8) **Adjournment.**

There being no further business to come before the Personnel Committee, the meeting was adjourned at 9:23 a.m.


Chair