MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, SEPTEMBER 16, 2020:

A meeting of the Personnel Committee of the Palmdale Water District was held Wednesday, September 16, 2020, via teleconference. Chair Dizmang called the meeting to order at 11:05 a.m.

1) Roll Call.

Attendance:	**Others Present:**
Committee:	Dennis LaMoreaux, General Manager (via teleconf.)
Gloria Dizmang, Chair (via teleconf.)	Adam Ly, Assistant General Manager (via teleconf.)
	Mike Williams, Finance Manager (via teleconf.)
Kathy Mac Laren, Committee Member (via teleconf.)	Jennifer Emery, Human Resources Director (via teleconf.)
	Judy Shay, Public Affairs Director (via teleconf.)
	Tara Rosati, Customer Service Spvsr. (via teleconf.)
	Dennis Hoffmeyer, Accounting Spvsr. (via teleconf.)
	Dawn Deans, Executive Assistant (via teleconf.)
	0 members 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 August 11, 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 August 11, 2020, as written.

4.2) Consideration and Possible Action on Approval of Updated Job Descriptions for Construction Inspectors. (No Budget Impact – Human Resources Director Emery)

Human Resources Director Emery provided an overview of the need to update Construction Inspector job descriptions, and after a brief discussion, 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 the updated job descriptions for Construction Inspectors and that this item be considered by the full Board at the September 28, 2020 Regular Board Meeting.

4.3) Consideration and Possible Action on Approval of Public Affairs Specialist 2 Classification. ($2,083.00 – Non-Budgeted – Human Resources Director Emery)

Human Resources Director Emery provided an overview of the Public Affairs Specialist 2 classification, and after clarification that no new positions are being added to the Organization Chart, 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 the Public Affairs Specialist 2 classification in the not-to-exceed amount of $2,083.00 and that this item be considered by the full Board at the September 28, 2020 Regular Board Meeting.

4.4) Consideration and Possible Action on Approval of Management Analyst Position in the Finance Department. ($2,083.00 – Non-Budgeted – Human Resources Director Emery)

Human Resources Director Emery provided an overview of the Management Analyst position in the Finance Department, and after clarification that no new positions are being added to the Organization Chart, 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 the Management Analyst position in the Finance Department in the not-to-exceed amount of $2,083.00 and that this item be considered by the full Board at the September 28, 2020 Regular Board Meeting.

4.5) Discussion of 2021 Benefit Program. ($30,912.00/Year – Budgeted – Human Resources Director Emery)

Human Resources Director Emery reviewed health care costs for 2021, and after a brief discussion of District policy to pay for the lowest cost family package that does not have enrollment restrictions, the Committee concurred with continuing to follow District policy regarding health care benefits, and no action was taken on this item.

5) Reports:

5.1) Human Resources Director Emery:

a) Personnel Policy Effects of COVID-19 Event.

Human Resources Director Emery reported that District staff have experienced some COVID-19 cases but are now back at work; that operations were adjusted to continue to meet the needs of the customers; and then reviewed the District's return-to-work policy following COVID-19 cases.

She then reported that staff is working with the Palmdale Aerospace Academy regarding two virtual I.T. interns, and a meeting is scheduled this week with the high school district regarding an apprenticeship program for the water treatment plant.

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 is scheduled for October 14, 2020 at 11:00 a.m. and will be held virtually unless otherwise determined.

8) Adjournment.

There being no further business to come before the Personnel Committee, the meeting was adjourned at 11:29 a.m.

Gloria A. McDonnell
Chair