

MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, FEBRUARY 6, 2023:

A meeting of the Personnel Committee of the Palmdale Water District was held Monday, February 6, 2023, at 2029 East Avenue Q, Palmdale, CA 93550 and via teleconference. Chair Mac Laren-Gomez called the meeting to order at 7:30 a.m.

1) Roll Call.

Attendance:

Committee:

Kathy Mac Laren-Gomez, Chair
Scott Kellerman,
Committee Member

Others Present:

Dennis LaMoreaux, General Manager
Adam Ly, Assistant General Manager
Angelica Barragan-Garcia, Human Resources Director
Judy Shay, Public Affairs Director
Danielle Henry, Executive Assistant
0 members of the public

2) Adoption of Agenda.

It was moved by Committee Member Kellerman, 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 October 12, 2022.

It was moved by Committee Member Kellerman, 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 October 12, 2022, as written.

4.2) Consideration and Possible Action on a Recommendation to Reorganize the Finance Department by Replacing One Position and Adding Another Position to the Organization Chart. (No Budget Impact – Human Resources Director Barragan-Garcia)

Human Resources Director Barragan-Garcia provided an overview of the recommended Finance Department organization changes after which it was moved by Committee Member Kellerman, 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 reorganize the Finance Department by replacing the Customer Finance Supervisor position with an Accounting Technician position and adding a second Management Analyst to the Organization Chart and that this item be presented to the full Board for consideration at the February 13, 2023 Regular Board Meeting.

4.3) Consideration and Possible Action on a Recommendation to Approve the 2022 Salary Survey. (Budgeted 2023 – Human Resources Director Barragan-Garcia)

Human Resources Director Barragan-Garcia provided an overview of the 2022 Salary Survey recommendations, and after a brief discussion of the comparing agencies, of the District's competitive salary position, and of the minimal staff impact, it was moved by Committee Member Kellerman, 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 2022 Salary Survey and that this item be presented to the full Board for consideration at the February 13, 2023 Regular Board Meeting.

4.4) Consideration and Possible Action to Approve a Contract with Culture Amp as a Platform for Conducting Employee Surveys. (\$4,320.00/Year – Budgeted – Budget Item No. 1-02-5070-007 - Human Resources Director Barragan-Garcia)

Human Resources Director Barragan-Garcia provided an overview of the Culture Amp Proposal for conducting employee surveys, and after a brief discussion of the benefits of the proposed platform, of past employee surveys, of the need for a new survey process, and of the implementation of action plans, it was moved by Committee Member Kellerman, seconded by Chair Mac Laren-Gomez, and unanimously carried by

all members of the Committee present at the meeting to approve a contract with Culture Amp for conducting employee surveys in the annual amount of \$4,320.00.

5) Reports:

5.1) Human Resources Director Barragan-Garcia:

a) Update on Employee Events.

Human Resources Director Barragan-Garcia provided an update on staff transitions, retirements, and recruitments and then stated that interviews are scheduled this week for the Administration Management Analyst position and that Facilities Manager Bligh will be retiring at the end of February.

b) Other.

She then stated that staff will be working on the development of an engagement committee and the implementation of the new Human Resources/Payroll Program.

General Manager LaMoreaux then stated that the Board Office may be moved into the Closed Session Room to provide additional office space for new staff members.

6) Board Members' Requests for Future Agenda Items.

There were no requests for future agenda items.

7) Date of Next Committee Meeting.

It was determined that the date for the next Personnel Committee meeting will be scheduled after 2023 Board Standing Committees are announced.

8) Adjournment.

There being no further business to come before the Personnel Committee, the meeting was adjourned at 7:58 a.m.


Chair