

MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, FEBRUARY 6, 2020:

A meeting of the Personnel Committee of the Palmdale Water District was held Thursday, February 6, 2020, at 2029 East Avenue Q, Palmdale, California, in the Board Room of the District office. Chair Dizmang called the meeting to order at 2:31 p.m.

1) Roll Call.

Attendance:

Committee:

Gloria Dizmang, Chair

Kathy Mac Laren, Committee
Member

Others Present:

Dennis LaMoreaux, General Manager

Jennifer Emery, Human Resources Director (via phone)

Scott Rogers, Engineering/Grant Manager

Judy Shay, Public Affairs Director

Robert Alvarado, PWD Director

Dawn Deans, Executive Assistant

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 November 14, 2019.

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 November 14, 2019, as written.

4.2) Consideration and Possible Action on Approval of Job Descriptions. (No Budget Impact – Engineering/Grant Manager Rogers)

Engineering/Grant Manager Rogers reviewed objectives for the Engineering Department and needed positions and job descriptions to achieve these objectives, 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 job descriptions for an Engineering Intern, an Assistant Engineer, an Associate Engineer, and a Junior Engineer and that this item be presented to the full Board for consideration at the February 10, 2020 Regular Board Meeting.

4.3) Discussion of Internship Program. (Chair Dizmang/Human Resources Director Emery)

Human Resources Director Emery reviewed the current number of interns, the continuing effort to work with the Antelope Valley Union High School District and the Antelope Valley Work Source Return-to-Work Program for interns, potential interns for the Engineering and Public Affairs Departments through the Antelope Valley College, and potential internships for returning veterans for the Facilities Department, and after a brief discussion, the Committee commended staff on the current Internship Programs and encouraged staff to research internships for returning veterans.

4.4) Review 2019 Personnel Committee Goals and Establish 2020 Personnel Committee Goals.

The 2019 Personnel Committee goals were reviewed, and it was determined that 2020 Personnel Committee Goals are as follows:

- Continue training opportunities.
- Complete review of job descriptions for succession planning.
- Completion of Emergency Management Plans and Guides.
- Complete the Employee Handbook update.
- Continue Internship Programs.

5) **Information Items:**

5.1) **Other.**

There were no other information items.

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 next Personnel Committee meeting will be held on April 23, 2020 at 2:30 p.m.

8) **Adjournment.**

There being no further business to come before the Personnel Committee, the meeting was adjourned at 2:52 p.m.



Dawn Deans, Executive Assistant,
authorized for signature by
Personnel Committee Chair,
Gloria Dizmang