

**MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE
WATER DISTRICT, MAY 20, 2021:**

A meeting of the Personnel Committee of the Palmdale Water District was held Thursday, May 20, 2021, at 2029 East Avenue Q, Palmdale, CA 93550 and via teleconference. Chair Mac Laren-Gomez called the meeting to order at 10:00 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
Chris Bligh, Facilities Manager
Dr. Bill Mathis, Board Consultant
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 April 15, 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 April 15, 2021, as written.

4.2) Consideration and Possible Action on a Recommendation on Updated Job Descriptions for the Facilities Department. (No Budget Impact – Human Resources Director Emery)

Human Resources Director Emery provided an overview of the revised job descriptions for the Facilities Department, and after a brief discussion of the job descriptions and of succession planning, 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 Facilities Department and that they be presented to the full Board for consideration at the June 14, 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 upcoming Los Angeles County and OSHA requirements regarding masks, ensuring proper staffing at all times, anonymous surveys regarding the vaccination rate for staff to determine a safe level of staffing, indoor gatherings still being strongly discouraged, telecommuting for office staff being encouraged, quarantine requirements for the fully vaccinated, and current state mask guidelines and quarantine requirements for the unvaccinated.

Assistant General Manager Ly then stated that 50% of District staff are vaccinated; that the concern is maintaining District operations if the remaining 50% contract COVID-19; and that requiring District staff to be vaccinated may be brought to the Board for approval followed by discussion of maintaining current COVID-19 restrictions and potential liability for agencies requiring vaccinations.

6) Public Comments on Closed Session Agenda Matters.

There were no public comments on closed session agenda matters.

7) Closed Session Under:

7.1) Government Code §54957:

- a) **Public Employee Performance Evaluation: General Legal Counsel.**
- b) **Public Employee Performance Evaluation: General Manager.**

At 10:22 a.m., Chair Mac Laren-Gomez called for a closed session pursuant to Government Code §54957: a) Public Employee Performance Evaluation: General Legal Counsel and b) Public Employee Performance Evaluation: General Manager. She reconvened the Regular Committee Meeting at 11:08 am.

8) Public Report of Any Action Taken in Closed Session.

Chair Mac Laren-Gomez reported that a closed session was held pursuant to Government Code §54957 to confer with Board Consultant Mathis regarding: a) Public Employee Performance Evaluation: General Legal Counsel and b) Public Employee Performance Evaluation: General Manager and proposed increases.

9) Board Members' Requests for Future Agenda Items.

There were no requests for future agenda items.

10) Date of Next Committee Meeting.

It was stated that the next Personnel Committee meeting will be held June 17, 2021 at 9:00 a.m.

11) Adjournment.

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


Chair