

MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, APRIL 1, 2024:

A meeting of the Personnel Committee of the Palmdale Water District was held Monday, April 1, 2024, at 2029 East Avenue Q, Palmdale, CA 93550. Chair Kellerman called the meeting to order at 10:30 a.m.

1) Roll Call.

Attendance:

Committee:

Scott Kellerman, Chair

Kathy Mac Laren-Gomez,
Committee Member

Others Present:

Dennis LaMoreaux, General Manager

Adam Ly, Assistant General Manager

Angelica Garcia, Human Resources Director

Dennis Hoffmeyer, Finance Manager

Wendell Wall, Facilities Manager

Danielle Henry, Executive Assistant

Sandra Yliz, Human Resources & Safety Coordinator

Cynthia Sanchez, PWD Board Director

0 members of the public

2) Adoption of Agenda.

It was moved by Committee Member Mac Laren-Gomez, seconded by Chair Kellerman, 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 15, 2023.

It was moved by Committee Member Mac Laren-Gomez, seconded by Chair Kellerman, and unanimously carried by all members of the Committee present at the

meeting to approve the minutes of the Personnel Committee meeting held November 15, 2023, as written.

4.2) Consideration on a Recommendation to Revise the Operations Technician Job Description to Separate the Fleet and Mechanical Classifications. (No Budget Impact – Human Resources Director Garcia)

Human Resources Director Garcia provided an overview of staff's recommendation to separate the Fleet and Mechanical Classifications of the Operations Technician Job Description to better reflect and align with the roles and responsibilities of each Classification after which it was moved by Committee Member Mac Laren-Gomez, seconded by Chair Kellerman, and unanimously carried by all members of the Committee present at the meeting to approve the recommendation to revise the Operations Technician Job Description to separate the Fleet and Mechanical Classifications and that this item be presented to the full Board for consideration at the April 8, 2024 Regular Board Meeting.

4.3) Consideration on a Recommendation to Revise Electrician Job Description Updating the License and Certification Requirements. (No Budget Impact - Human Resources Director Garcia)

Human Resources Director Garcia provided an overview of staff's recommendation to update the license and certification requirements for the Electrician Job Description to provide clear progression criteria for each level within this position and to prepare for recruitment after which it was moved by Committee Member Mac Laren-Gomez, seconded by Chair Kellerman, and unanimously carried by all members of the Committee present at the meeting to approve the recommendation to revise the Electrician Job Description updating the License and Certification Requirements and that this item be presented to the full Board for consideration at the April 8, 2024 Regular Board Meeting.

4.4) Consideration on a Recommendation to Revise Job Descriptions for the Resources and Analytics Management Positions. (No Budget Impact - Human Resources Director Garcia)

Human Resources Director Garcia provided an overview of staff's recommendation to revise the Resource and Analytics Supervisor and Director Job Descriptions to provide clarification of each position's responsibilities and to prepare

for the recruitment of the Resource and Analytics Director position, and after a brief discussion of the comparing agencies for these positions and of the duties, responsibilities and requirements of each position, it was moved by Committee Member Mac Laren-Gomez, seconded by Chair Kellerman, and unanimously carried by all members of the Committee present at the meeting to approve the recommendation to revise the Job Descriptions for the Resources and Analytics Management Positions and that this item be presented to the full Board for consideration at the April 8, 2024 Regular Board Meeting.

4.5) Consideration on a Recommendation for Operator-in-Training Positions. (\$42,440.86 – Non-Budgeted – Human Resources Director Garcia)

Human Resources Director Garcia provided an overview of staff's recommendation to add two Operator-in-Training positions to provide advancement opportunities for current staff members and to prepare for succession resulting from retirements, and after a brief discussion of succession planning, it was moved by Committee Member Mac Laren-Gomez, seconded by Chair Kellerman, and unanimously carried by all members of the Committee present at the meeting to approve the recommendation for Operator-in-Training positions in the non-budgeted amount of \$42,440.86 and that this item be presented to the full Board for consideration at the April 8, 2024 Regular Board Meeting.

4.6) Consideration on a Recommendation to Increase the Employee Safety Shoe Allowance from \$175.00 to \$250.00. (Additional \$4,200.00 – Budgeted – Human Resources Director Garcia)

Human Resources Director Garcia provided an overview of the safety shoe allowance survey conducted as part of the Employee Handbook update and staff's recommendation to increase the District's allowance to \$250.00 retroactive to January 1, 2024, and after a brief discussion of the District's safety glasses program, it was moved by Committee Member Mac Laren-Gomez, seconded by Chair Kellerman, and unanimously carried by all members of the Committee present at the meeting to approve the recommendation to increase the Employee Safety Shoe Allowance from \$175.00 to \$250.00 for the additional budgeted amount of \$4,200.00 and that this item be presented to the full Board for consideration at the April 8, 2024 Regular Board Meeting.

5) Reports:

5.1) Human Resources Director Garcia:

a) Update on Employee Events.

Human Resources Director Garcia stated that CPR training was held on March 20; that the first quarterly All-Hands Meeting was held on March 21; and that staff is planning an employee appreciation summer event to be held in May or June followed by an update on staff transitions and recruitment campaigns.

b) Employee Engagement Survey.

She then stated the Employee Engagement Survey results will be presented and reviewed in detail at the April 8, 2024 Regular Board Meeting and provided a brief progress update on staff discussions, brainstorming sessions, and the action plan timeline followed by discussion of staff participation, accountability and implementation of action plans, and a follow-up survey on the overall process.

The status on the ability for staff to submit questions and concerns anonymously through the Intranet was then briefly discussed.

c) Other.

There were no other reports.

6) Board Members' Requests for Future Agenda Items.

Chair Kellerman requested a copy of the District's updated Organization Chart.

There were no requests for future agenda items.

7) Date of Next Committee Meeting.

After a brief discussion, it was determined that the next Personnel Committee meeting will be held May 20, 2024, at 10:30 a.m.

8) **Adjournment.**

There being no further business to come before the Personnel Committee, the meeting was adjourned at 11:01 a.m.



Chair