

**MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, JUNE 19, 2024:**

*A meeting of the Personnel Committee of the Palmdale Water District was held Wednesday, June 19, 2024, at 2029 East Avenue Q, Palmdale, CA 93550. Chair Kellerman called the meeting to order at 8:00 a.m.*

**1) Roll Call.**

**Attendance:**

Committee:

Scott Kellerman, Chair

Kathy Mac Laren-Gomez,  
Committee Member

**Others Present:**

Dennis LaMoreaux, General Manager

Angelica Garcia, Human Resources Director

Dennis Hoffmeyer, Finance Manager

Judy Shay, Public Affairs Director

Danielle Henry, Executive Assistant

Cynthia Sanchez, PWD Board Director

1 member 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 April 1, 2024.**

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 April 1, 2024, as written.

**4.2) Consideration on a Recommendation to Adopt Workplace Violence Prevention Plan. (No Budget Impact – Human Resources Director Garcia)**

Human Resources Director Garcia provided a detailed overview of the proposed Workplace Violence Prevention Plan, including the staff survey that was conducted as part of this process to identify areas of concern and opportunities for improvements, and stated that this Plan is an extension of the District’s existing policy and complies with California Labor Code regulatory requirements, and after a brief discussion of the related incident report, of Intranet submittals, of job-specific safety requirements, and of staff training, 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 adopt the Workplace Violence Prevention Plan and that this item be presented to the full Board for consideration at the June 24, 2024 Regular Board Meeting.

**4.3) Consideration on a Recommendation to Approve Employee Reward and Recognition Program. (\$1,100.00 – Not-to-Exceed – Budgeted – Human Resources Director Garcia)**

Human Resources Director Garcia provided an overview of the existing and proposed employee recognition programs, including the establishment of clear program guidelines by the Employee Engagement Committee that align with the District’s Core Values, 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 approve the Employee Reward and Recognition Program in the amount of \$1,100.00 and that this item be presented to the full Board for consideration at the June 24, 2024 Regular Board Meeting.

**4.4) Consideration on a Recommendation to Approve Employee Handbook Updates. (No Budget Impact - Human Resources Director Garcia)**

Human Resources Director Garcia reviewed in detail the proposed updates to the Employee Handbook, and after a brief discussion of the Employee Education Assistance Program and cannabis testing requirements, 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 approve the Employee Handbook updates and that this item be presented to the full Board for consideration at the June 24, 2024 Regular Board Meeting.

**5) Reports:**

**5.1) Human Resources Director Garcia:**

**a) Update on Employee Events.**

Human Resources Director Garcia provided an update on staff transitions and recruitment campaigns and stated that the second quarterly All-Hands Meeting will be held on June 27 and will include the presentation of service and achievement awards and that the employee summer appreciation event will be held on July 13 at MB2 in Santa Clarita.

**b) Employee Engagement Survey.**

She then stated that the department brainstorming sessions regarding the Employee Engagement Survey results have almost been completed and that department-specific and District-wide action plans will be reviewed by the Employee Engagement Committee in July followed by a brief discussion of employee participation during the brainstorming sessions.

**c) District Site Security Patrol.**

She then stated that a 3-month site security mobile patrol trial will be starting for the Main Office buildings and the Water Treatment Plant on three rotating days per week to estimate the value in this service followed by a brief discussion of access to District facilities.

**d) Other.**

There were no other reports.

**6) Board Members' Requests for Future Agenda Items.**

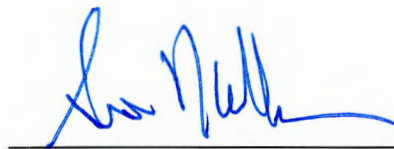
There were no requests for future agenda items.

7) **Date of Next Committee Meeting.**

After a brief discussion, it was determined that the next Personnel Committee meeting will be held July 31, 2024, at 8:00 a.m.

8) **Adjournment.**

There being no further business to come before the Personnel Committee, the meeting was adjourned at 8:38 a.m.



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Chair