

MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, AUGUST 31, 2022:

A meeting of the Personnel Committee of the Palmdale Water District was held Wednesday, August 31, 2022, at 2029 East Avenue Q, Palmdale, CA 93550 and via teleconference. Chair Mac Laren-Gomez called the meeting to order at 2:00 p.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
Dennis Hoffmeyer, Finance Manager
Angelica Barragan-Garcia, Human Resources Director
Scott Rogers, Engineering Manager
Dawn Deans, 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 May 25, 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 May 25, 2022, as written.

4.2) Consideration and Possible Action on a Recommendation to Update the Executive Assistant Job Description. (No Budget Impact – Human Resources Director Barragan-Garcia)

Human Resources Director Barragan-Garcia provided an overview of the updates to the Executive Assistant job description, and after a brief discussion of the duties and requirements for the position, 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 update the Executive Assistant job description and that this item be presented to the full Board for consideration at the September 12 Regular Board Meeting.

4.3) Consideration and Possible Action on a Recommendation to Update the Engineering Analyst Job Description. (No Budget Impact – Human Resources Director Barragan-Garcia)

Human Resources Director Barragan-Garcia provided an overview of the updates to the Engineering Analyst job description, and after a brief discussion of the duties and requirements for the position, 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 update the Engineering Analyst job description and that this item be presented to the full Board for consideration at the September 12 Regular Board Meeting.

4.4) Consideration and Possible Action on a Recommendation to Update the Customer Care Representative Job Description. (No Budget Impact – Human Resources Director Barragan-Garcia)

Human Resources Director Barragan-Garcia provided an overview of the updates to the Customer Care Representative job description, and after a brief discussion of the duties and requirements for the position, 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 update the Customer Care Representative job description and that this item be presented to the full Board for consideration at the September 12 Regular Board Meeting.

4.5) Discussion of Employee Events. (Director Mac Laren-Gomez)

Human Resources Director Barragan-Garcia stated that a summer event was cancelled due to COVID-19; that the District's Events Committee reviewed options for a holiday event; that the options of a dinner/DJ at the Antelope Valley Country Club or Cascades, a more extensive all-hands luncheon with catering and gifts for all employees, a dinner/DJ at the Embassy Suites Hotel, or a dinner at a restaurant with gifts for all employees will be presented to staff through a survey to help determine the best event; and that updates will be provided to the Committee.

5) Reports:

5.1) Human Resources Director Barragan-Garcia:

a) Update on 2023 Benefits Premium.

Human Resources Director Barragan-Garcia stated that District policy for health benefits is for the District to pay the full amount of the lowest cost family plan with employees paying the balance for other plans they may choose and that the lowest cost family plan for 2023 is a PPO plan with HMO plan costs increasing.

She then reviewed the high number of staff on HMO plans, the employee 2023 out-of-pocket increase on top of current out-of-pocket health costs, and several scenarios for reducing these costs and stated that these scenarios are presented for the Committee's information.

After a brief discussion of these costs, costs to employees, balancing a cost-of-living adjustment with the increased costs, remaining competitive, the budget, and the timeline for open enrollment, it was recommended that the Committee meet in September to consider a recommendation on this matter for the Board's consideration at the September 26 Regular Board Meeting.

b) Update on Salary Survey.

Human Resources Director Barragan-Garcia stated that during her preparation of the salary survey, she is ensuring each position is analyzed for each range; that the initial analysis indicates the District is competitive with its salaries; and that the focus of the salary survey is for the District to remain competitive with a concentration on

recruitment followed by discussion of the District's service area, cost of living for the area, and comparing the District to like-size agencies for the salary survey.

6) Board Members' Requests for Future Agenda Items.

There were no requests for future agenda items.

7) Date of Next Committee Meeting.

It was stated that the next Personnel Committee meeting will be held September 13, 2022 at 9:00 a.m.

8) Adjournment.

There being no further business to come before the Personnel Committee, the meeting was adjourned at 3:09 p.m.


Chair