

MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, MAY 30, 2023:

A meeting of the Personnel Committee of the Palmdale Water District was held Tuesday, May 30, 2023, at 2029 East Avenue Q, Palmdale, CA 93550. Chair Mac Laren-Gomez called the meeting to order at 10:34 a.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
Angelica Barragan-Garcia, Human Resources Director
Judy Shay, Public Affairs Director
Patricia Guerrero, Management Analyst
Evelyn Cazares, Human Resources & Safety
Coordinator
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 February 6, 2023.

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 February 6, 2023, as written.

4.2) Discussion and Review of Job Title Reclassification for Service Worker III – Foreman, Senior Customer Care Representative, and Senior Field Customer Care Representative. (No Budget Impact – Human Resources Director Barragan-Garcia)

Human Resources Director Barragan-Garcia provided an overview of the inconsistencies and reclassification recommendations to standardize job titles across the District for all level “III” positions after which 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 of the job title reclassification for Service Worker III – Foreman, Senior Customer Care Representative, and Senior Field Customer Care Representative.

4.3) Consideration and Possible Action on Correction and Clarification of the Job Requirements for Operations Supervisor-Engineering. (No Budget Impact – Human Resources Director Barragan-Garcia)

Human Resources Director Barragan-Garcia provided an overview of staff’s recommendation to correct the license and certificates and update the education requirements for the Operations Supervisor-Engineering position to include a Construction Management Certification from an accredited college or university in lieu of an Associate’s Degree providing additional qualification opportunities after which 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 recommended correction of the job requirements for Operations Supervisor-Engineering.

4.4) Consideration and Possible Action on Changes to Job Certification Requirements for Construction Inspector III. (No Budget Impact – Human Resources Director Barragan-Garcia)

Human Resources Director Barragan-Garcia provided an overview of staff’s recommendations to change the certification requirements for the Construction Inspector III position, including the substitution of the required Administration and Fundamentals Assessment and Division I Exam from the American Construction Inspectors Association for Construction Law and Contracts training to better align with the needs of the position and provide internal advancement opportunities, after which 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 changes to the job certification requirements for Construction Inspector III.

4.5) Consideration and Possible Action on a Recommendation to Approve Risk and Emergency Management Administrator Job Description and Revision of Safety and Training Technician I/II Job Description. (No Budget Impact – Human Resources Director Barragan-Garcia)

Human Resources Director Barragan-Garcia provided an overview of the proposed Emergency Management Administrator job description and revisions to the Safety and Training Technician I/II position, and after a brief discussion of the roles and responsibilities of each position and clarification that this would remain as one position within the District based on training and acquired certifications, 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 approve the Risk and Emergency Management Administrator job description and revision of the Safety and Training Technician I/II job description and that this item be presented to the full Board for consideration at the June 12, 2023 Regular Board Meeting.

4.6) Consideration and Possible Action on a Recommendation to Approve the Updated COVID-19 Prevention Plan Policy. (No Budget Impact - Human Resources Director Barragan-Garcia)

Human Resources Director Barragan-Garcia provided a brief overview of the proposed updated COVID-19 Prevention Plan Policy to remain in compliance with Cal/OSHA's updated non-emergency Covid standards effective through 2025 after which 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 approve the Updated Covid-19 Prevention Plan Policy and that this item be presented to the full Board for consideration at the June 12, 2023 Regular Board Meeting.

5) Reports:

5.1) Human Resources Director Barragan-Garcia:

a) Update on Employee Events.

Human Resources Director Barragan-Garcia provided an update on staff transitions and recruitments and then stated that second interviews are scheduled for the Accounting Technician position and that staff is preparing for the Pure Water AV Operations Technician position.

b) Other.

She then stated that staff attended the Antelope Valley Highschool Career Fair and an Accident Investigation Training in April; that the performance management cycle is in progress; that on May 10, the Employee Engagement Committee met to discuss summer and holiday employee events; that on May 31, Mental Health Awareness sessions are scheduled for supervisors and employees; and that the next All Hands Meeting will be held on June 28.

After a brief discussion of new and existing positions, it was clarified that there are a total of 92 District positions.

6) Board Members' Requests for Future Agenda Items.

Chair Mac Laren-Gomez inquired about employee insurance programs followed by a brief discussion of featuring these programs and services in the Employee Buzz and through the open enrollment period.

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 25, 2023 at 10:30 a.m.

8) Adjournment.

There being no further business to come before the Personnel Committee, the meeting was adjourned at 11:06 a.m.


Chair