

MINUTES OF MEETING OF THE PERSONNEL COMMITTEE OF THE PALMDALE WATER DISTRICT, NOVEMBER 15, 2023:

A meeting of the Personnel Committee of the Palmdale Water District was held Wednesday, November 15, 2023, at 2029 East Avenue Q, Palmdale, CA 93550. Chair Mac Laren-Gomez called the meeting to order at 9:00 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 Garcia, Human Resources Director
Judy Shay, Public Affairs Director
Danielle Henry, Executive Assistant
Patricia Guerrero, Management Analyst
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 August 22, 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 August 22, 2023, as written.

4.2) Consideration on a Recommendation to Convert Engineering Technician Position to an Engineer Position. (\$56,000.00 – Budgeted – Human Resources Director Garcia)

Human Resources Director Garcia provided an overview of staff's recommendation to convert the Engineering Technician position to an Engineer position to better support the needs of the Engineering Department, and after a brief discussion of the roles, responsibilities, and number of technician and engineering positions, 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 recommendation to convert the Engineering Technician position to an Engineer position and that this item be presented to the full Board for consideration at the December 11, 2023 Regular Board Meeting.

4.3) Consideration on a Recommendation to Convert Part-Time IT Technician Position to a Full-Time IT Help Desk Assistant Position. (\$79,952.25 – Non-Budgeted – Human Resources Director Garcia)

Human Resources Director Garcia provided an overview of staff's recommendation to convert the open part-time IT Technician position to a full-time IT Help Desk Assistant position to support the needs of the IT Department and provide an opportunity for cross-training and succession planning, and after discussion of the budget increase due to the full-time status with added benefits, 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 recommendation to convert part-time IT Technician position to a full-time IT Help Desk Assistant position and that this item be presented to the full Board for consideration at the December 11, 2023 Regular Board Meeting.

5) Reports:

5.1) Human Resources Director Garcia:

a) Update on Employee Events.

Human Resources Director Garcia stated that the District's 2023 Holiday Event will be held on December 1 at Rancho Vista Golf Club and that approximately 70 RSVPs have been received.

b) Employee Engagement Survey.

She then stated the Employee Engagement Survey is currently at a 49% participation rate; that there will be a time extension due to the holiday to encourage greater participation; that the results will be reviewed with the management team, the Board of Directors, and staff; and that action plans will be led by the Employee Engagement Committee in January.

c) Other.

There were no other reports.

6) Board Members' Requests for Future Agenda Items.

Commissioner Mac Laren-Gomez expressed her concerns regarding the morale of staff in relation to the baffle curtain deterioration and removal at the 6M Clearwell, and after discussion of the methods in place for staff to submit questions and concerns, Human Resources Director Garcia stated that a feature is also being added to the Intranet for anonymous submittals.

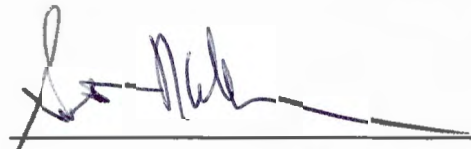
There were no further requests for future agenda items.

7) Date of Next Committee Meeting.

After a brief discussion, it was determined that the next committee meeting will be scheduled following the completion of the Employee Handbook update.

8) Adjournment.

There being no further business to come before the Personnel Committee, the meeting was adjourned at 9:28 a.m.



Chair