



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
PERSONNEL COMMITTEE REPORT  
MEETING DATE: June 29, 2020**

The Hidden Valley Lake Community Services District Personnel Committee met at the District office located at 19400 Hartmann Road, in Hidden Valley Lake, California.

Director Carolyn Graham  
Director Claude Brown  
Penny Cuadras, Secretary to the Board  
Dennis White, Operations Manager

**CALL TO ORDER**

The meeting was called to order at 3:07 p.m. by Director Graham

**APPROVAL OF AGENDA**

Agenda was approved as written by Director Brown. Seconded by Director Graham.

Roll Call Vote:

Ayes: (2) Directors Brown and Graham

Nays: (0)

Abstain: (0)

Absent: (0)

Motion Carries Unanimous to approve Agenda as presented.

**DISCUSS AND REVIEW:**

**Review of exempt/non-exempt status for supervisory positions**

Staff will research and confirm exempt/non-exempt status of Account Supervisor, Lead Operators and Water Resources Specialist positions

**DISCUSS AND REVIEW:**

**Discuss HR needs and create a specific document for HVL CSD for contractual purpose**

Committee recommends budgeting \$15k for HR Support to Admin Services Manager.

**REVIEW and DISCUSS:**

**Discuss Employee Manual and how or whether to move forward with current work in progress**

Committee will continue to work through the redlined version of the employee manual to completion

**PUBLIC COMMENT**

No Public Comment

**COMMITTEE MEMBER COMMENT**

Members of the Committee will notify staff to schedule next meeting.

**ITEMS FOR NEXT AGENDA**

Report on exempt/non-exempt status with suggestions

Continue to review Employee Manual

**ADJOURNMENT**

Meeting adjourned at 4:01 p.m. by unanimous vote.

