



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
PERSONNEL COMMITTEE REPORT
MEETING DATE: May 4, 2018**

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

Present were:

Director Herndon
Director Lieberman
Kirk Cloyd General Manager
Penny Cuadras, Administrative Assistant

CALL TO ORDER

The meeting was called to order at 8:40 am by Director Herndon

APPROVAL OF AGENDA

On a motion made by Director Herndon and second by Director Lieberman the Committee unanimously approved the agenda.

REVIEW AND DISCUSS THE EMPLOYEE HANDBOOK

After reviewing the current employee handbook and noting many concerns, the Committee suggests a rewrite of the current employee handbook. The Committee will continue to work on the rewrite, considering Eastern Municipal Water District's and SDRMA's Employee Handbooks as a model. The Committee will bring the final draft to the Board for review and approval.

Items of discussion and recommendation;

- 1) An annual review of the employee handbook by the Personnel Committee,
- 2) Define the purpose and scope of the handbook,
- 3) Include the District Mission Statement in the introduction,
- 4) Primary objective is to deliver a clear, concise and usable employee handbook to recommend to the board for the next fiscal year.

DISCUSS SUCCESSION PLANNING FOR FIELD AND OFFICE STAFF

Discussed an overview of succession planning and field/office positions that will be affected.

PUBLIC COMMENT

COMMITTEE MEMBER COMMENT

ADJOURNMENT

On a motion made by Director Herndon and second by Director Lieberman the committee voted unanimously to adjourn the meeting. The meeting was adjourned at 11:22 p.m.