



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
PERSONNEL COMMITTEE REPORT  
October 15, 2020 – 2:00 PM

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

Present:

Director Claude Brown

General Manager, Dennis White

Penny Cuadras, Administrative Services Manager

Absent Director Carolyn Graham

**CALL TO ORDER**

The meeting was called to order at 2:02 PM by Director Brown

**APPROVAL OF AGENDA**

Agenda was approved as written by Director Brown

**REVIEW AND DISCUSS:**

**Recommend Approval of Job Descriptions and Salary Ranges for the Accounting Supervisor and Administrative Services Manager**

Committee Recommendation to the Board: Approve Job Descriptions and Salary Ranges for the Accounting Supervisor and Administrative Services Manager

**REVIEW AND DISCUSS:**

**Exempt – Non-Exempt Status for District Positions**

Committee Recommendation: Director Brown recommends this is not a Board decision and falls under the General Manager's purview.

**REVIEW AND DISCUSS:**

**Recommend using CSDA (California Special Districts) Policy Manual as a Template for the HVLCSD Employee Handbook**

Committee Recommendation to the Board: Director Brown recommends staff use CSDA Employee Manual as a template, have reviewed by the Board and legal prior to final review and approval by the Board.

**PUBLIC COMMENT**

No members of the public were present.

**COMMITTEE MEMBER COMMENT**

Director Brown provided response from Governor Office and SWRCB regarding Executive Order and decrease in revenue due to delinquent accounts.

**ADJOURNMENT**

Meeting adjourned at 2:24 PM.