



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
PERSONNEL COMMITTEE REPORT
MEETING DATE: May 5, 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.

Present Via Teleconference:

Director Jim Lieberman
Director Carolyn Graham
Paul Kelley, Interim General Manager
Penny Cuadras, Secretary to the Board

Others Present Via Teleconference:

Robert DeLoach, DeLoach & Associates

CALL TO ORDER

The meeting was called to order at 1:23 p.m. by Director Lieberman

APPROVAL OF AGENDA

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

DISCUSS AND REVIEW:

Revised Compensation Study

Paul Kelley, Interim General Manager, reported on the updates and modification of the Comp Study based on recommendation by the Personnel Committee. Mr. DeLoach discussed the need to update job descriptions in order to find correct match in job classification.

The Committee discussed consideration of implementing employee contribution towards health benefits. Mr. DeLoach recommended the Committee consider implementing a policy defining a specific date that all future employees would contribute towards health benefits.

Staff will provide a cost comparison based on a median, 5% and a 7% lag for Board consideration.

No Public Comment

DISCUSS AND REVIEW:

Recruitment and Selection of General Manager and Water Resources Specialist

Mr. DeLoach reviewed the recruitment process and requests direction from the Committee to provide a point of contact and clarification on material content.

The Personnel Committee will be the primary point of contact for approval of material prior to print for the General Manager position. The Interim GM will be the point of contact for the Water Resources Specialist content.

The Committee approved the brochure to state "positions opened until filled" and "salary currently under review". A mockup will be provided for review by the end of the week.

No Public Comment

DISCUSS AND REVIEW:

Establish GM Salary and Benefits

Mr. Kelley, Interim General Manager, asked the Committee to consider setting the GM Salary base line at 20-25% above the Utility Manager salary, based on experience and qualifications.

PUBLIC COMMENT

No members of the public were present.

COMMITTEE MEMBER COMMENT

No Committee Member comment.

ITEMS FOR NEXT AGENDA

1. Update on Recruitment
2. Personnel Handbook
3. Job Classifications Review to Enact Recommendations

ADJOURNMENT

Meeting adjourned at 2:10 p.m. by unanimous vote.