



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
PERSONNEL COMMITTEE REPORT
MEETING DATE: April 16, 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 were:

Director Jim Lieberman

Director Carolyn Graham

Paul Kelley, Interim General Manager

Penny Cuadras, Secretary to the Board

Others Present:

Robert DeLoach, DeLoach & Associates

CALL TO ORDER

The meeting was called to order at 10:04 a.m. by Director Lieberman

APPROVAL OF AGENDA

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

DISCUSS AND REVIEW:

Compensation Study presented by Robert DeLoach

Mr. Robert DeLoach, President, DeLoach & Associates Inc, joined via conference call to provide the presentation of the study. Mr. DeLoach delivered the process of conducting the total compensation study, using PDQ (Position Description Questionnaire) and basing the ranges on the Median calculation.

Mr. DeLoach explained that all input collected during the interview process is considered and compared to get an accurate position description. The goal is to get as accurate a job description as possible, title comparison is irrelevant, the job description is what runs the match. Given that this type of study has never been conducted at HVLCDSD, Mr. DeLoach recommends revising several of the current classifications.

Director Graham expressed her concerns with the compensation not being based on the True Median, and asked Mr. DeLoach to provide calculations using true median.

Mr. DeLoach will provide the revised report at the next Regular Board Meeting.

DISCUSS AND REVIEW:

Proposal from Robert DeLoach & Associates to Update of Job Descriptions

The Committee recommend the Board proceed with the proposal from Robert DeLoach & Associates to Update of Job Descriptions.

DISCUSS AND REVIEW:

Proposal from Robert DeLoach & Associates for Recruitment Services

The Committee recommend the Board proceed with the proposal from Robert DeLoach & Associates for Recruitment Services.

DISCUSS AND REVIEW:

Recommended change and update to the sick leave policy

The Committee recommend the Board approve the recommended change and update to the sick leave policy.

DISCUSS AND REVIEW:

How the District is responding to COVID-19

- Closed the Administration Office to the public
- Instituted the motto in this crisis: We provide reliable drinking water and wastewater services while protecting the health of our Directors, Employees and Customers
- Reiterated that the District and its employees are providing "essential" services in the water and wastewater sector
- Payments and inquiries handled on phone with office closed to general public
- Provide letter to all employees as "Essential" service employees
- Implemented, with Operations Supervisor Dennis White, rotating operations staff
- Created a "Temporary Work from home agreement"
- Staff meeting for implementing best practices during this event
- Worked with Staff to update the "COVID-19" section on website, and a short message on all bills sent
- Created opportunities to implement the Families First Coronavirus Response Act
- Restricted Operations personnel's access to the office to the Supervisor
- Instituted "remote" video meeting capabilities for staff meetings, committee meetings and board meeting. Including the updated brown act requirements.

PUBLIC COMMENT

No members of the public were present.

COMMITTEE MEMBER COMMENT

No Committee Member comment.

ADJOURNMENT

Meeting adjourned at 12:29 p.m.