



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
PERSONNEL COMMITTEE REPORT
MEETING DATE: January 3, 2019**

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

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

CALL TO ORDER

The meeting was called to order at 9:04 AM by Director Herndon.

APPROVAL OF AGENDA

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

DISCUSS AND REVIEW

Discuss CPS HR Consulting's Draft Base Report for the Water Resources Specialist Position

Motion by Committee to make recommendation to full Board for acceptance of the CPS HR Consulting's Base Report for the Water Resources Specialist Position. Members of the Committee agree the title of the position must reflect duties and job description.

DISCUSS AND REVIEW

Discuss Employee Handbook

Motion by Committee to bring the revised Employee Handbook to the January Regular Board Meeting for full review by the Board.

Revisions to reflect the following;

6.4 Pay Performance Program: Strike *Under Construction*, Insert *Pending*
8:8 Family Care and Medical Leave: Strike all information in this section, Insert Reference to FMLA

PUBLIC COMMENT: No Public Present

COMMITTEE MEMBER COMMENT

Unfunded Positions/Succession Planning, Committee recommend to place on the agenda for the January Regular Board meeting

ITEMS FOR NEXT AGENDA

1. Committee Charter format
2. District of Distinction (Board member completion)

ADJOURNMENT

On a motion made by Director Lieberman and second by Director Herndon the Board voted unanimously to adjourn the meeting. The meeting was adjourned at 9:55 a.m.