



Hidden Valley Lake Community Services District

Personnel Committee

Agenda

October 15, 2020 – 2:00 PM

DUE TO THE EVOLVING SITUATION WITH THE COVID-19 NOVEL CORONAVIRUS AND THE STATE OF CALIFORNIA STAY AT HOME ORDER, EXECUTIVE ORDER N-33-20, THIS MEETING SHALL ONLY BE AVAILABLE TO THE PUBLIC VIA TELECONFERENCE

To join this meeting go to the www.hvlcsd.org select the October 15, 2020 Personnel Committee Meeting select **Join Microsoft Teams Meeting** Select **Join on the web** instead.

Please submit your comments to pcuadras@hvlcsd.org or mail comments to the attention of: Penny Cuadras, Board Secretary, 19400 Hartmann Road, Hidden Valley Lake, Ca 95467. Comments will be addressed by the Committee Chair as related to the agenda item or during Public Comment.

DATE: October 15, 2020

TIME: 2:00 PM

PLACE: District Boardroom

- 1) CALL TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) ROLL CALL
- 4) APPROVAL OF AGENDA
- 5) REVIEW AND DISCUSS: Recommend Approval of Job Descriptions and Salary Ranges for the Accounting Supervisor and Administrative Services Manager
- 6) REVIEW AND DISCUSS: Exempt - Non-Exempt Status for District Positions
- 7) REVIEW AND DISCUSS: Recommend using CSDA (California Special Districts) Policy Manual as a Template for the HVLCSO Employee Handbook
- 8) PUBLIC COMMENT
- 9) COMMITTEE MEMBER COMMENT
- 10) ITEMS FOR NEXT AGENDA
- 11) ADJOURN

Public records are available upon request. Board Packets are posted on our website at www.hvlcsd.org/Meetings.

In compliance to the Americans with Disabilities Act, if you need special accommodations to participate in or attend the meeting please contact the District Office at (707) 987-9201 at least 48 hours prior to the scheduled meeting.

Public shall be given the opportunity to comment on each agenda item before the Governing Board acts on that item, G.C. 54953.3. All other comments will be taken under Public Comment.