



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
PERSONNEL COMMITTEE REPORT  
MEETING DATE: MARCH 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:

Director Carolyn Graham

Director Jim Lieberman

Interim General Manager, Leo Havener

Penny Cuadras, Secretary to the Board

Trish Wilkinson, Full Charge Bookkeeper

**CALL TO ORDER**

The meeting was called to order at 10:03 AM by Director Graham

**APPROVAL OF AGENDA**

Agenda was approved as written by Leo Havener, GM and seconded by Director Lieberman.

**DISCUSS AND REVIEW:**

**Employee Handbook**

The Committee continues to review the Employee Handbook; discussing Legal recommendations and making the necessary updates and revisions.

Staff will contact labor attorney to confirm including section for General Medical Leave /Health Benefits during unpaid leave.

Staff will contact SDRMA/Target Solutions regarding Workplace Violence Prevention Training.

**PUBLIC COMMENT**

No members of the public were present.

**COMMITTEE MEMBER COMMENT**

No Committee Member comment.

**ADJOURNMENT**

Meeting adjourned at 12:24 PM.