



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
PERSONNEL COMMITTEE REPORT
MEETING DATE: OCTOBER 26, 2015**

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 were:

Director Mirbegian
Director Herndon
Interim General Manager Matt Bassett
Administrative Services Officer Tami Ipsen

CALL TO ORDER

The meeting was called to order at 9:04 a.m.

APPROVAL OF AGENDA

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

REVIEW OF EMPLOYEE HANDBOOK

The committee reviewed the current organization chart and discussed possible changes to the organization chart. The committee also reviewed the current job descriptions/salary ranges, requesting historical changes since July 2011, and made changes to the DRAFT Employee Handbook for consideration for approval by the Board of Directors.

There was discussion on implementing use of a time clock and evaluating exempt and non-exempt positions.

PUBLIC COMMENT

There was none.

ADJOURNMENT

The committee voted unanimously to adjourn the meeting at 1:12 p.m.