



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
PERSONNEL COMMITTEE REPORT
MEETING DATE: December 6, 2018**

The Hidden Valley Lake Community Services District (COMMITTEE) Personnel 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
Penny Cuadras, Administrative Assistant

CALL TO ORDER

The meeting was called to order at 9:00 a.m. 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: Employee Handbook

The Committee recommendation is to revise section 8.7.1 FMLA to state "*HVLCSD follows the guidelines and Regulations set forth by the Department of Labor; as amended*"

DISCUSS AND REVIEW: Holidays that fall on a Monday

The Committee recommendation is to close the District on Christmas Eve when it falls on a Monday. On Call Staff must remain available.

PUBLIC COMMENT

No Public

BOARD MEMBER COMMENT

Director Herndon acknowledged that the members of the Committee make a good team and have been good to work with.

Director Lieberman appreciates the "heads-up" notifications regarding District email. Director Herndon would like to have Applied Technology provide a class on efficient use of software to maintain multiple emails that would not co-mingle accounts.

ADJOURNMENT

On a motion made by Director Herndon and second by Director Lieberman the Committee adjourned the meeting. The meeting was adjourned at 10:04 a.m.