



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
PERSONNEL COMMITTEE REPORT
MEETING DATE: February 13, 2018**

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 Herndon
Director Lieberman
General Manger, Kirk Cloyd
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 Herndon and second by Director Lieberman the Committee unanimously approved the agenda.

DISCUSS EMPLOYEE HANDBOOK

After reviewing the current employee handbook and noting many concerns, the Committee suggests a rewrite of the current employee handbook. The Committee will continue to work on the rewrite, considering input from SDRMA and other utility agencies. The Committee will bring the final draft to the Board for review and approval.

DISCUSS COMPARABLE' S OF POSITIONS PROVIDED BY CPS HR CONSULTING

The Committee recommended item to be moved forward to the Finance Committee for review and discussion. Staff expect the Final Compensation Report to be completed by the end of February.

DISCUSS ENTRY LEVEL AND TEMPORARY POSITIONS

Staff emphasized the need to begin succession planning to reduce risk associated with the loss of experienced leadership due to retirement as well as coverage during vacation and sick time. Staff purposed an entry level position for the front office and filling an open field position with a temporary employee until the completion of the Salary Survey, at which time the position will be open and posted for full time hire.

PUBLIC COMMENT

There was no Public.

BOARD MEMBER COMMENT

ADJOURNMENT

On a motion made by Director Lieberman and second by Director Herndon the Committee voted unanimously to adjourn the meeting. The meeting was adjourned at 10:20 AM.