



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
PERSONNEL COMMITTEE REPORT
MEETING DATE: June 4, 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.

Director Carolyn Graham
Director Jim Lieberman
Penny Cuadras, Secretary to the Board

CALL TO ORDER

The meeting was called to order at 1:07 p.m. by Director Lieberman

APPROVAL OF AGENDA

Agenda was approved as written by Director Lieberman. Seconded by Director Graham.

Roll Call Vote:

Ayes: (2) Directors Lieberman and Graham

Nays: (0)

Abstain: (0)

Absent: (0)

Motion Carries Unanimous

DISCUSS AND REVIEW:

Update on Recruitment

To date three candidates have submitted resumes for the General Manager Position and two for the Water Resources Specialist. Resumes for the General Manager position will be reviewed by the Board and Water Resources Specialists resumes will be reviewed by the Operations Manager.

DISCUSS AND REVIEW:

Job Classifications Review to Enact Recommendations

Committee recommendation to the Board for approval and adoption of job classifications and re-Organization. Total Compensation Study will go to Finance Committee for review and recommendation.

Roll Call Vote:

Ayes: (2) Directors Lieberman and Graham

Nays: (0)

Abstain: (0)

Absent: (0)

Motion Carries Unanimous

REVIEW and DISCUSS:

District COVID-19 Re-Opening Plan

Due to recent increase in COVID-19 Cases in Lake County, Staff recommends the District office remain closed to the Public until further notice. Masks and social distancing among staff, Directors and members of the public is required.

Delinquency due to non-payment is about \$12k as of June 1, 2020.

REVIEW and DISCUSS:

Personnel Handbook

The Committee recommends item tabled until a General Manager has been hired.

PUBLIC COMMENT

No members of the public were present.

COMMITTEE MEMBER COMMENT

Operations Manager, Dennis White addressed committee inquires about Lead Operators
Committee commented on options for staff support for Human Resources.

ITEMS FOR NEXT AGENDA

ADJOURNMENT

Meeting adjourned at 1:50 p.m. by unanimous vote.