



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
PERSONNEL COMMITTEE REPORT
MEETING DATE: January 8, 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 Jim Lieberman
Director Carolyn Graham
Penny Cuadras, Secretary to the Board

CALL TO ORDER

The meeting was called to order at 10:02 a.m. by Director Graham

APPROVAL OF AGENDA

Agenda was approved as written by Director Lieberman.

DISCUSS AND REVIEW:

Field Staffing Options

Utility Supervisor, Dennis White informed the Committee that the District will be short an Operator I in February. Mr. White provided a brief presentation of required maintenance due to lack of adequate staffing.

Suggested staffing options;

Current Fiscal Year

- 1) Leave the Operator I position open to allow for upward movement of current staff
- 2) Dissolve the unfunded Operator II position
- 3) Add a third Utility Worker

2020-21 FY

- 4) Add fourth Utility Worker
- 5) Add Wastewater Lead Position

The Committee recommends item be brought before the Board at a regular meeting for discussion.

DISCUSS AND REVIEW:

Employee Handbook

The Committee continues to review the Employee Handbook; discussing Legal recommendations and making the necessary updates and revisions. The Committee will continue to meet on a regular basis until the employee handbook is complete and ready for final review by the Board. An addendum for Clarification of Overtime and Hours Worked and example of Travel time was added as approved and directed by the Board of Directors.

PUBLIC COMMENT

No members of the public were present.

COMMITTEE MEMBER COMMENT

No Committee Member comment.

ADJOURNMENT

Meeting adjourned at 12:58 p.m.