



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
PERSONNEL COMMITTEE REPORT
MEETING DATE: August 17, 2017**

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 Freeman

General Manager Kirk Cloyd
Administrative Assistant Penny Cuadras

CALL TO ORDER

The meeting was called to order at 12:01 pm by Director Herndon.

APPROVAL OF AGENDA

The Committee unanimously approved the agenda.

DISCUSSION AND MAKE RECOMMENDATIONS TO THE REVISED JOB DESCRIPTIONS

The Committee approved all revised Job Descriptions. Recommendations will be made to the Board at the next Board Meeting to move forward and submit Job Descriptions for Salary Survey with CPS HR Consulting.

Committee recommends The Employee Policy Manual be sent to CPS HR Consulting for review.

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

The meeting was adjourned at 1:25 pm on a motion by Director Freeman and Second by Director Herndon.