



HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
PERSONNEL COMMITTEE REPORT
MEETING DATE: December 13, 2019

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
Penny Cuadras, Secretary to the Board

Absent(excused): Director Carolyn Graham

Others Present:

Trish Wilkinson, Full Charge Bookkeeper
Dennis White, Utility Supervisor

CALL TO ORDER

The meeting was called to order at 11:02 a.m. by Director Lieberman

APPROVAL OF AGENDA

Agenda was approved as written by Director Lieberman.

DISCUSS AND RECOMMEND:

Discuss Field Staffing options

The Committee will make the recommendation to the Board to approve the following request

- Remove (1) Operator II position (un-funded)
- Create a third Utility Technician position (immediate need)
- Re-establish Second Lead Utility Supervisor position (20-21 FY Budget)

DISCUSS AND REVIEW:

Sr Accounts Representative (Karen Retiring)

The Committee recommends the discussion go before the Finance Committee to consider.

DISCUSS AND REVIEW:

Employee Handbook where do we stand and what are the next steps

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.

PUBLIC COMMENT

No members of the public were present.

COMMITTEE MEMBER COMMENT

No Committee Member comment.

ADJOURNMENT

Meeting adjourned at 12:58 p.m.