



**LAKE ARROWHEAD COMMUNITY SERVICES DISTRICT**

**MEMORANDUM**

**DATE:** November 13, 2018

**TO:** BOARD OF DIRECTORS  
Lake Arrowhead Community Services District

**FROM:**   
NATALIE POTTER, Human Resources Manager

  
CATHERINE CERRI, General Manager

**SUBJECT:** *Human Resources Manager's 3<sup>rd</sup> Quarter Report*

**A. RECOMMENDATION**

This is an information item only.

**B. REASON FOR RECOMMENDATION**

This is an information item only.

**C. BACKGROUND INFORMATION**

This report presents a brief overview of Lake Arrowhead Community Services District (LACSD) Human Resources (HR) Department third quarter.

**Summary of Significant Items:**

**Employee Relations** – During the 3rd quarter, the District hosted a LifeStream Blood Drive. The community and employees participated in this event to make an impact on those in need and as a symbol of hope.

In addition, the employees completed a big milestone, the North Bay Intake was completed on August 8, 2018. A big congratulations once again goes out to all that participated. With innovation and persistence, LACSD made a difference in making this achievement possible for Lake Arrowhead.

**Recruitment** – In the last quarter the District conducted recruitment for the District Administrative Assistant and are happy to announce the promotion of Hayley O’Kelly as Administrative Assistant to the Administration department. Ms. O’Kelly will be working closely with the Administration team assisting with Board Administration, Human Resources, Public Records Request, Records Retention and Risk Management. We are excited to see Ms. O’Kelly in her new position as she brings her creative skills and enthusiastic personality to the team.

In addition, it is with pleasure we announce the three newest members to the LACSD team, Mr. Gustavo Albarran, Dakota Arizmendi and Ms. Magda Escalante. Mr. Albarran has joined the Engineering team as an Engineering Tech I. He will be responsible for assisting the Engineering Team with communications to contractors and homeowners, drafting and implementing the team’s geographic information system (GIS). Next, Mr. Arizmendi has joined our Field Operations Department. He has come to the District with pipe and construction knowledge. Finally, we are pleased to announce Magda Escalante. She will be working closely with customers as a Customer Service Representative. Feel free to reach out to her anytime as she will be happy to answer any questions you might have.

**Training and Development** – During 3rd quarter the District conducted Cranes & Other Hoisting Equipment and Hazardous Waste Preparedness along with weekly departmental tailgates.

**Risk Management** – The District lab personnel are excited that they are in their new lab and continue to be proactive in preparing for TNI standard operating procedures.

**Employee Benefits and Wellness** – The District completed marketing for the employee benefits package and will be holding open enrollment meetings in the months of October and November. Marketing consisted of looking at all lines of market including CalPERS. Specifically looking at CalPERS, plan increases were in the double digits however, the overall renewal increase was 1.9%. Per CalPERS, to offset the financial impact of changes in patient utilization and other medical cost increases, CalPERS used funds from its health reserve and allocated funds to buy down the premium of PERSCare PPO Plan and Medicare PPO plans. The District will continue to monitor health care trends in efforts to mitigate cost and keep the Board of Directors informed.

**D. FISCAL INFORMATION**

This is an information item only.

**E. ATTACHMENTS**

None