

**LAKE ARROWHEAD COMMUNITY SERVICES DISTRICT**

**MEMORANDUM**

**DATE:** AUGUST 13, 2019

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

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

  
CATHERINE CERRI, General Manager

**SUBJECT:** HUMAN RESOURCES MANAGER'S 2<sup>ND</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 2nd quarter.

**Summary of Significant Items:**

**Employee Relations** – During the 2nd quarter, the District had our third annual family picnic. It was a great way for staff to get together with family and friends while strengthening relationships and teamwork. In addition, it offered employee motivation and productivity.

**Recruitment** – In the last quarter the District celebrated Mr. Kevin Maynard, Equipment Mechanic, retirement. The District conducted an internal recruitment for

this position and are happy to announce the promotion of Mr. Kane Kennedy in the Mechanical Maintenance Department. We are excited to see Mr. Kennedy in his new position as he will bring innovation, machinery and tool skill set to the team.

**Training and Development** – Operations, Field Operations and Meter staff attended multiple trainings this quarter which included hazard communication confined space and respirator fit tests. Also, all staff participated in our bi-annual CPR and first aid certified training. The class included a hands-on training as well as team building activities. Training consisted of emergency lifesaving procedures and multiple techniques to treat different minor or serious illness or injury. Finally, we implemented an internal Excel training program.

**Risk Management** – The safety committee has implemented a safety incentive program that encourages and recognizes employees for their involvement in the District’s safety practices, which, when performed diligently will eliminate or reduce the opportunity or risk for injuries, spills, fires and property damage.

Assisted Administration with the Districts Records Management Program.

**Employee Benefits and Wellness** – The District completed a dependent audit of benefits and implementation of the VOYA deferred compensation plan.

Human Resources has started the process of marketing next year’s employee benefits package. The federal government and state have announced adjustments to the numbers that relate to our benefits. Change is one thing that seems to be constant during 2019 and as we approach 2020. Whether you are an employer or a participant, the changes may be in the cost or the benefits details. The scope of this year’s planning is to look at all pooled products, such as CalPERS and small group rates to continue to meet the employer mandate under the Affordable Care Act.

**D. FISCAL INFORMATION**

This is an information item only.

**C. ENVIRONMENTAL IMPACT**

There is no environmental impact.

**D. ATTACHMENTS**

None