

Minutes of Meeting
Administration, Personnel & Communications (APC) Committee
October 19, 2011

Present: APC Members Don Paczkowski, Jan Neese, and Chair Linda Wishard; Liaison Allan Hitchcock, General Manager Earl Foster. Board Member Kay Andrews was in the audience.

Chair Linda Wishard called the meeting to order at 5:00 p.m.

Agenda Items:

Ethics Policy

Foster and Neese reviewed the editing of the Ethics Policy suggested by the Board of Directors and concurred with the revisions. This will be presented to the Board at the next regularly scheduled meeting for final passage.

RFP Review

Proposals from Ray Associates Inc., Intelligent Compensation LLC, and the Penicle Group were compared and discussed at length. Of particular note to the committee members was the fact that Ray Associates has been the recipient of this contract for the past 16 years and has extensive knowledge of the District. They submitted a proposal to update the present compensation plan at the lowest estimated cost. Concern was expressed over the fact that the proposal costs from all exceeded the amount budgeted, and the committee felt that there might be some negotiating room in the pricing that could be explored. Neese moved and Paczkowski seconded a motion to interview The Penicle Group and Intelligent Compensation, LLC in order to secure more information and get a better feel for the scope of the proposals and that Ray Associates be considered a third possibility if needed. The motion passed unanimously and November 1st was tentatively identified as the target date.

Personnel Policy Review

Wishard presented to the committee members for their consideration an updated draft of Sections 1-3 of the Personnel Policy Manual. She pointed out areas of consolidation and omission of extraneous passages. Due to the bulk of these sections it was agreed that members would take the update home and go over it in detail making suggested edits as they went through it and bring them back to the November meeting of the Committee for finalization of the recommendations and submission to the Board. At that point the committee members would take home Sections 4-6 for review and bring back their suggestions in December. This plan would continue until all 11 sections have been completed and recommendations submitted to the Board.

General Discussion

Foster updated the Committee on the status of evaluations of personnel. He stated that he has been doing some training of supervisors on the mechanics of performance reviews and has instructed them that the term "Excellent" should only be used for perfect attendance and adherence to all safety standards.

It was suggested that an update from the CAC Committee would be of interest and Foster agreed to contact them.

With no further business to be addressed the meeting adjourned at 6:30 p.m.

Submitted by Jan Neese