

Minutes of Meeting

Administration, Personnel & Communications (APC) Committee

April 27, 2012

Present: APC Members Don Paczkowski, Jan Neese, and Chair Linda Wishard; , General Manager Earl Foster, Board President Karl Ansbach, Board Member Kay Andrews, and Mel Neese

Chair Linda Wishard called the meeting to order at 11:05 a.m.

Agenda Items:

Consultants Report on Salary/Benefits Survey

Ed Rodgers and Lynn Miller of the Penicle Group were present. Ed presented the Executive Summary of the Compensation Survey; Lynn then presented the Executive Summary of the Benefits Survey. Both of these reports were discussed at length and several trends were noted as well as possibilities for future cost savings; however, it was the feeling of both the consultants as well as the committee members that no changes should be enacted prior to a Supreme Court ruling on Obama Health Care Plan. The Committee would like to recommend and endorse the findings as stated in the Summaries and as will be presented to the Board of Directors at the May 9, 2012 meeting.

Revised Job Descriptions

Earl reviewed and presented four (4) updated job descriptions for a realignment of administrative positions due to the recent vacancy in the job previously denoted as Financial/Administrative Manager. The Committee commended Earl for the quality of the job descriptions and also encouraged him to consider the long range needs that might surface prior to making any permanent realignment.

Final Review of Personnel Manual

A final review of the Personnel Manual was done with only a few minor changes suggested. Earl was authorized to supply wording that would define and be enforceable, if necessary, the term "reasonable personal use" of a District vehicle when an employee is on-call. The Committee recommended that the revised Personnel Manual be submitted to the board

without legal review. The consensus was that there was adequate professional input from the committee, and that the expense of legal review was unnecessary.

Performance Evaluation

Performance Evaluation forms were discussed briefly; Linda suggested that the addition of goals with target dates might be instructive and helpful to employees.

In Summary

1. The APC Committee recommends that the Compensation and Benefits Survey be presented to the Board for its information but that no action be taken on the recommendations at this time.
2. The APC Committee recommends that the General Manager be encouraged to review and assess the current and future workload that may be needed for the administration of the District, such as an Administrative Assistant or possibly a Financial Officer should another vacancy occur.
3. The APC Committee recommends the adoption of the Personnel Manual as updated and edited.

With no further business to be addressed the meeting adjourned at 1:05 p.m.

Submitted by Jan Neese