

MEETING REPORT
HUMAN RESOURCES COMMITTEE
WEDNESDAY, OCTOBER 29, 2008
8:15 A.M.

Directors:	Jim Costello Ralph Retherford	Staff:	Pete Kampa Sheri Barnett Abby Parcon
Public:	Dennis Dahlin, TUD Board candidate		Casey Prunchak

Discussion on Creating and Implementing a Written Succession Plan to Provide Workforce Planning and Staff Development

Sheri Barnett presented a PowerPoint presentation on succession planning.

Sheri Barnett reported that the goal of our workforce planning is to ensure the right skills in the right place at the right time to provide ongoing water and wastewater services. Ms. Barnett explained that the District's turnover rate has historically been low, however that will change drastically within the next five years. Ms. Barnett indicated that TUD Succession Plan will focus on hiring and preparing staff to fill expected vacancies, many at the management and supervisory levels.

Sheri Barnett reviewed the following steps in preparing for the Succession Plan:

- Step 1 – review potential retirements
Goal – prepare an inventory of our staffing needs.
- Step 2 – evaluate needs
Goal – review how effectively we are utilizing our existing organizational structure.
- Step 3 – identify talents
Goal – review the skills and personal characteristics that are needed to fill jobs and assess strengths.
- Step 4 – career development and training strategies
Goal – create a career development program.
- Step 5 – outreach efforts
Goal – strengthen external recruitment strategies to be proactive in attracting highly qualified candidates.
- Final Step – put plan into action
Goal – implement the defined strategies and continue to monitor and evaluate the plan as workforce needs change.

District staff responded to questions from Committee members and the public. Consensus of the Committee members was to continue the ongoing process of succession planning.

District staff assured the Committee that the key positions to be filled over the next five years are being planned early and candidates are being sought and prepared.

Discussion Regarding Filling an Accounting Position in the Finance Department and Address Scheduled Medical Leaves of Other Critical Positions within that Department

Sheri Barnett reported that currently the District has an employee that has been on a leave of absence from her position for four months, noting that District staff needs to fill this position in order to ensure coverage in the Finance Department. Ms. Barnett explained that the Finance Director will be going out for a scheduled medical leave in December and with the absence of the Senior Accounting Assistant, the Finance Department is in immediate need of an additional accounting position.

District staff responded to questions from the Committee members, and recommended that District staff move forward with an accounting position.

Discussion on Consideration of Implementing a Compressed Work Schedule for District Staff

Sheri Barnett reported that the District's work hours at 7:00 am to 4:00 pm for the office staff, noting that in a compressed work schedule employees work a full-time schedule in fewer days by working more hours in a day. Ms. Barnett indicated that the compressed work schedule has been successfully implemented by other agencies such as CCWD, Amador Water Company, Tuolumne County, and the California Highway Patrol. Ms. Barnett explained that the most common compressed work schedules are: "4/40" – a 40-hour week consisting of four 10-hour days and one day off a week or "9/80" – 80 hours worked over two weeks, consisting of eight 9-hour days, one 8-hour day and one day off. Ms. Barnett explained how a compressed work schedule would benefit the District and employees and how to set up the appropriate program.

Pete Kampa indicated that additional review would be needed prior to implementing the program, noting that staff needs to seriously review the program to ensure that customer service needs are completely met.

Director Costello suggested that District staff review the safety aspects of the compressed work schedule, noting that he believes that staff working extra hours in a day can cause a variety of safety issues.

Committee members suggested that the Safety Compliance Coordinator obtain accurate safety stats from the other agencies that are currently utilizing the compressed work schedule, a staffing plan from other agencies, and for District staff to take their time and consider all aspects of the program to ensure that customer service will not be neglected.

Discussion Regarding Upcoming Union Negotiations

Pete Kampa reported that the current Memorandum of Understanding between the District and Local Union No. 1130 is in effect until June 30, 2009, noting that a letter was sent to the Union in August requesting to open discussions of the contract renewal. Mr. Kampa explained that District staff is currently developing salary and benefit information for distribution and comparison with target agencies.

Review Offering Additional Employee-Funded Benefits with Colonial Life

Sheri Barnett reported that offering an additional employee-funded benefit with Colonial Life would be a supplemental policy to include accident insurance, cancer insurance, short-term disability and life insurance. Ms. Barnett assured the Board that the employee-funded benefit would be affordable to District employees at no cost to the District.

Consensus of the Committee members was for District staff to move forward with offering the additional employee-funded benefits with Colonial Life to District employees.