



## PERSONNEL & BENEFITS COMMITTEE

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Monday September 25, 2017 @ 7:30 A.M.

### Memorandum

Present: Committee Chair Barbara Lamb, Committee Members Chuck Ford, Michael Shaver, and Utility Director Drew Williams.

Ms. Lamb called the meeting to order at 7:33 a.m.

There was no public present.

Mr. Williams indicated the District has gone another month without an accident. Training continues with the weekly tailgate sessions. The staff has been conducting numerous confined space entries as they perform maintenance on the air release valves.

Mr. Williams reviewed the current retirement plan. The District contributes 10% into a 401a account through the Hoosier START program. Employees can also contribute into a 457b account. Currently nine employees contribute. One consideration for the Board would be to establish a matching contribution policy to encourage more employees to save for retirement. It could be a dollar for dollar match up to a limit or could be a percentage match. If the District were to match contributions up to 2% of an employee's contributions for someone making \$40,000 per year, the cost to the District would be \$800.

Mr. Williams was asked if there have been any efforts to educate the staff on the importance of saving for retirement. He responded that there has been training in the past by the representative from Empower, who manages the Hoosier START program. Mr. Mills has also recommended that we take advantage of Firth Third Bank's training sessions on finance. We will be scheduling these in the coming months.

Ms. Lamb stated that this should be considered with the other benefits once we get the Compensation results.

Mr. Williams explained that he has also been looking at how the salary increase pool has been established and the affect it has on adjusting for years of experience. The merit pool was 2.9% in 2013 and 2014 and 2.7% in 2015 and 2016. The staff is informed that a 2% increase was the target for a competent rating. But this leaves little for adjustments for those that are very low in their range. Mr. Shaver asked how the rating was established. Mr. Williams explained that the District's performance review form has four ratings: Superior, Competent, Improvement Needed (Marginal) and

Unsatisfactory. Written reviews are completed by the managers mid-year and end of year and reviewed by Mr. Williams. He stated that a competent rating is what is expected of all employees. Superior is used when someone has taken on additional tasks outside of their job or is just doing a great job. He indicated that a marginal rating is often used for new employees that are learning the position or for employees that are not performing up to the expectations of the position.

Mr. Williams was asked the status of the Compensation Study. He indicated that he had submitted the requested additional information for a couple of the positions and had not heard back from WIS in a few weeks. Mr. Williams stated that he had recently emailed the consultant working on the District's Study and had only received the response that she was out of the office. The goal is to have the results by November for use in the 2018 Salary Ordinance. Mr. Shaver recommended determining how far along they are on the study and if they have not made much progress, tell them to stop if they can't get the results to the District by November.

Mr. Lamb suggested that due to the importance of this study, additional meetings may be required to review the study and make recommendations to the Board before for use in the 2018 budget.

There was no other business.

The meeting was adjourned at 8:25 a.m.

The next meeting is scheduled for Monday, October 23, 2017

Respectfully submitted,



Andrew Williams  
Utility Director