



## TriCo Regional Sewer Utility

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### **PERSONNEL & BENEFITS COMMITTEE MEETING**

Wednesday, March 27, 2019 @ 7:30 A.M.  
10701 N. College Ave, Suite A, Indianapolis, IN 46280

#### **AGENDA**

1. Public Comment
2. Safety Update
3. HR Training Update
4. HRD Advisors Agreement
5. Labor Attorney
6. Other Business

Next Scheduled Meeting: Wednesday, April 24, 2019 @ 7:30 A.M.



## MEMORANDUM

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**To:** P&B Committee  
**From:** Loren Prange  
**Date:** March 18, 2019  
**Subject:** Safety Update

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TriCo had no reportable injuries and has gone 3317 days without a lost time accident.

The following safety tailgate sessions were held:

02/26/19 Quick equipment checks  
03/06/19 Cold weather safety  
03/12/19 Avoid slips and falls at the office

Training with Safety Resources was conducted on Monday, March 18, 2019. The training covered TriCo's Lockout Tagout program along with Machine Guarding and Work Zone Safety. Lockout Tagout covered the different energy's that need to be controlled and the steps to keep employees protected. Work zone safety went over how to set up traffic cones and signs for different traffic patterns. We also discussed proper safety vest for day and night work.



## MEMORANDUM

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**To:** P&B Committee  
**From:** Andrew Williams  
**Date:** March 21, 2019  
**Subject:** HR Consultant

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HRD Advisors conducted a DiSC workshop with the entire TriCo staff to help all employees to better understand their personality type and behavioral style. It was a very beneficial exercise.

HRD has provided the following list of some of their other larger clients.

DePauw University  
PSAV  
Indiana Virtual School  
Irwin R. Rose & Co. LLC  
Delta Faucet  
Heartland Food Products Group  
Credit Acceptance  
Purdue Federal Credit Union  
Draper  
Hamilton Exhibits  
Fluid Waste Services

HRD has proposed a 6-month Manager Essentials program for our five manager positions. The program will consist of six workshops covering Developing your Leader-Manager Mindset, Know Your Team, Leading Through Change, Decision Making, Expectations & Holding Others Accountable, and Coaching & Leading Through Conflict.

The fee for this 6-month program is \$13,070. I recommend we contract with HRD to provide the Manager Essentials program.