



## PERSONNEL AND BENEFITS

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Wednesday, March 27, 2019 at 7:30 a.m.  
Memorandum

Members present: Committee Chair Barb Lamb, members Chuck Ryerson and Jeff Kimbell. Others in attendance: Utility Director Andrew Williams and Administrative Assistant Maggie Crediford.

Ms. Lamb called the meeting to order at 7:35 a.m.

### **Public Comment**

There was no one present from the public.

### **Safety Update**

Mr. Williams stated online safety training is up and ready for employee use. He discussed the importance of work zone training. Having a flagman and posting signs increases safety in work zones. Mr. Williams emphasized it is not enough to pull to the side of the road and put the flashers on. Employees must follow protocol to ensure a safe work zone.

The online safety training program will replace some of the in-person training sessions. Online training will allow field staff to complete the courses when they have office time, instead of having the entire staff out of the field at the same time. The new online safety training will be similar to the KnowBe4 IT training employees are already familiar with. Mr. Ryerson and Mr. Kimbell asked if employees use password vaults. Mr. Williams said employees are not required to use password vaults. He will have Mr. Watkins research this IT safety measure.

### **HR Training Update**

Mr. Williams provided an overview of the DiSC workshop provided by HRD Advisory Group for the TriCo staff. Employees were provided with individual assessments and Mr. Williams was provided a team overview which showed where each employee falls. A chart showing where all employees fall is being prepared for distribution in the hopes it will be utilized to improve communications between staff members.

The workshop was successful, employees were very engaged in the process. Positive feedback was given by all employees who participated. Unfortunately, one employee was out with the flu.

### **HRD Advisors Agreement**

Mr. Williams stated he would like to move forward with the six-month manager training program through HRD. He spoke with the references they provided and received positive feedback. Mr. Williams recommended that the Committee support moving forward with the manager training for the managers and himself. The \$13,000 is already approved in the 2019 budget for training.

Ms. Lamb stated the six-month training is a large investment. Participants need to understand that the Committee expects to see change in the organization. The Committee does not want to see the kind of comments about HR and management issues that they saw on the 2018 Employee Management Assessments. Additions will be made to the 2019 Manager Performance Appraisal's that will hold management accountable for changes based on what they learn during the training.

### **Labor Attorney**

Mr. Williams spoke with the labor attorney referred by Mr. Kimbell at Ogletree Deakins. Ogletree Deakins is also the firm used by HRD Advisory Group. TriCo can hire them on an as needed hourly basis. Less complicated inquiries will be handled by an associate, and any litigation or larger actions would be handled by Steven Pockrass, Shareholder.

Mr. Williams asked the Committee to recommend the Board of Trustees approve and hire Ogletree Deakins to represent TriCo Regional Sewer Utility for labor issues. The Committee was comfortable with the recommendation to hire Ogletree Deakins. Mr. Williams will make the recommendation to the Board of Trustees at the April 8, 2019 meeting.

### **Other Business**

Mr. Williams stated Mr. Merkle will be sending the office remodel plans out for bidding soon. The City of Carmel has shown interest in housing employees in the John Hensel Government Center. Staff is reconsidering relocating TriCo's administrative office. Mr. Merkle has contacted a commercial real estate agent to look at available properties in the area. Once bids are received for the remodel and other locations are investigated, Mr. Williams will make a recommendation to the Board on how to proceed.

The meeting adjourned at 8:06 a.m.

Respectfully Submitted,



Andrew Williams  
Utility Director