



## PERSONNEL AND BENEFITS

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Wednesday, April 24, 2019 at 7:30 a.m.  
Memorandum

Members Present: Committee Chair Barb Lamb, member Jeff Kimbell. Others in attendance were Utility Director Andrew Williams and Administrative Assistant Maggie Crediford.

Mr. Ryerson was absent.

Ms. Lamb called the meeting to order at 7:37 a.m.

### **Public Comment**

There was no one present from the public.

### **Safety Update**

Mr. Williams said plant staff is purchasing new safety equipment to ensure everything is up to date.

Ms. Lamb noted that the Utility has made it almost 10 years without a lost time incident. Ms. Lamb suggested recognizing the staff if the accomplishment is met. Mr. Kimball suggested checking to see if the insurance company offers some recognition for such and accomplishment.

### **HR Training Update**

Management completed their first training session with Amanda from HRD. The first session laid the ground work for the next five sessions.

Ms. Lamb stated, "Developing the Leader-Manger Mindset" is an important session. One of the biggest problem managers face is to see themselves as part of the management team and as representatives of the company. It is easy to want to be liked or to not want to be the "bad guy", not wanting to be the one telling employees what they need to do. Once that hurdle is crossed, and managers accept they are part of a management team, things will go much easier. Some people can never cross that hurdle to become an effective manager.

Mr. Williams asked Amanda about having another session with the whole staff. Dates are being looked at in May for a presentation on Constructive Conflict and using our various personalities in ways to get goals accomplished.

**Other Business**

Mr. Williams provided a copy of TriCo's employee handbook to Ogletree Deacon. The attorney is reviewing it to be sure it is up to date. She will provide Mr. Williams with suggestions for revisions if any are needed.

Mr. Prange attended a safety seminar with the State of Indiana. He mentioned the State Health Plan to Mr. Williams. Mr. Williams will look into that option for health insurance. The last time TriCo looked at that option it was too expensive. Since health insurance rates have increased it might be more competitive now. Any public agency in the state can participate in the health plan.

The plans for the Admin Office remodel have gone out to bid. Bids should be returned by the middle of May. Bids will be brought to the Board in June. Staff is researching new office space as well in order to provide the Board with all reasonable options.

The meeting adjourned at 8:10 a.m.

Respectfully Submitted



Andrew Williams  
Utility Director