



PERSONNEL AND BENEFITS

Wednesday, June 26, 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 employees have been completing online safety training courses. The Utility has gone 3,411 days without a lost time incident. TriCo should receive the IWEA Safety Excellence award for the 12th year in a row at the annual conference.

Employee Handbook

Ms. Lamb stated all updates suggested at the last meeting had been made, including the policy regarding personal relationships involving an employee and management. She noted the absentee policy was updated to reduce the allowable number of unexcused absences by three occurrences in each category.

Mr. Williams relayed changes in the policy regarding personal relationships between an employee and management was acceptable to TriCo's labor attorney. The reduction in the number of unscheduled absences was suggested by the managers. Six unscheduled absences before a verbal warning was issued was excessive.

Ms. Lamb pointed out two items still in need of updating. On page 5, the word "inappropriate" needs to be removed and updated to, "Examples of Prohibited Conduct." Ms. Lamb asked that "prohibited conduct" not be capitalized in the description below the heading. On page 54, under the heading, "Medical Leave of Absence," she asked for the word "continuous" to be removed after the number 12 as it is repetitive in the sentence.

Mr. Kimball asked Mr. Williams to provide the Board with a comparison Word document showing the changes from the original document to the updated version.

The Committee will recommend the Board of Trustees approve the updated Employee Handbook at the July 8, 2019 meeting.

Other Business

Mr. Williams said there will be a meeting at noon to discuss the office relocation proposal. CarmelTech Office Park is no longer an option. The owners have not been responding to TriCo's leasing agent. The two options being discussed at the meeting will be leasing office space at Pennwood or adding office space and relocating to the plant. The Clay Township Trustee had his appraisal updated for the Government Center and the value has increased since the last time an acquisition was discussed. TriCo will have an appraisal done for comparison.

The meeting adjourned at 8:05 a.m.

Next scheduled meeting is Wednesday, July 24, 2019 at 7:30 A.M.

Respectfully submitted,



Andrew Williams
Utility Director