



## PERSONNEL AND BENEFITS

Wednesday, August 28, 2019 at 7:30 a.m.  
Memorandum

Members Present: Members Chuck Ryerson and Jeff Kimbell. Others in attendance were Utility Director Andrew Williams and Administrative Assistant Maggie Crediford.

Ms. Lamb was absent.

The meeting was called to order at 7:35 a.m.

### Public Comment

There was no one present from the public.

### Safety Update

Samples of the employee completion list for online safety training were given to the committee in their packets. TriCo switched to online safety training in 2019 to allow employees to complete training during down time or on rain days rather than pulling all the field staff into the office at the same time to attend training sessions.

Mr. Ryerson noted the biggest value is talking about safety. If safety is being discussed, then hopefully it reminds employees to consider safety when they are working.

### Manager Review Form

Mr. Williams revised the manager review form based off the director's review form the Board uses for his reviews and added items that correlate to the HRD manager training sessions. The Committee indicated that if Mr. Williams was satisfied with the revised Manager Performance Review form, they were fine with it. Mr. Williams stated the he was considering using an outside HR firm to conduct the Director's year end 360 evaluation. However, he felt the HRD quote for the cost of the requested services was prohibitive. The Committee discussed the advantage of having an independent interviewer. It was suggested Mr. Williams look for others that could perform the evaluation.

### Office Unification Update

Mr. Williams gave a brief overview of the proposed office improvements proposals that will be discussed at the 8:30 a.m. Office Improvements Committee meeting.

The meeting adjourned at 8:16 a.m.

Respectfully Submitted,

*Andrew Williams*

Andrew Williams  
 Utility Director