



PERSONNEL AND BENEFITS

Wednesday, September 25, 2019 at 7:30 a.m.
Memorandum

Roll Call

Members Present: Committee Chair Barb Lamb, Members Chuck Ryerson and Jeff Kimbell, and Utility Director Andrew Williams.

Ms. Lamb called the meeting to order at 7:41 a.m.

Public Comment

There was no one present from the public.

2020 Cost of Living Adjustment

Mr. Williams reviewed the STEP pay system that was implemented in 2019. It consists of 10 Steps within a range. Employees move up a step if they receive a competent rating in their year end performance evaluation. In order to keep the pay ranges competitive with the market, the Board determined that a Cost of Living Adjustment (COLA) would be considered each year.

Ms. Lamb stated that a COLA was given to TriCo employees in 2019. At that time, it was decided that the Board would vote each year to decide if a COLA would be given for the following year. The Board determined that it did not want the COLA tied to any particular market indicator.

As of July, the national unadjusted CPI was 1.7% and the Midwest CPI was 1.4%. Ms. Lamb said she and Mr. Williams will continue to look at those numbers get back to the Committee to make a 2020 COLA recommendation to the Board.

Safety Update

Mr. Williams said the Plant Staff have been familiarizing our two new employees on the yearly safety training. TriCo is approaching 10 years without a lost time accident.

Office Unification

Mr. Williams stated plans are being refined. Updates will be coming back to the Board. Mr. Merkle gave an overview of the plans at the last Board Meeting.

Mr. Ryerson stated he feels the project is moving forward but the Board has not approved it yet.

Mr. Williams said the proposal with the Clay Township Trustee to purchase the current space has not been finalized. Mr. Callahan is reviewing the proposal prepared by TriCo's legal counsel to purchase the space. Mr. Williams will update the Board when an agreement is ready to go to the Board.

Mr. Kimbell stated the discussions regarding the current space and the cost for the expansion at the plant are being discussed in the Office Improvements Committee Meetings. The Committee reviewed three options: one, to keep the administrative staff in the current location and renovate that space; two, to sell the current space to the Clay Township Trustee and rent an office space for the administrative staff; and three, to move the administrative staff to the plant, effectively placing all employees in one location, and tie in the construction of site work with the proposed plant expansion project.

The Committee decided that out of the three options it made sense to go down the path of the consolidated office. However, until there were plans and costs associated with the plans, the actual costs would be unknown. The Office Improvements Committee recommended moving forward with vetting the cost of consolidating all the employees at the plant. A recommendation will be voted on by the Board of Trustees when all pertinent information is gathered.

360 Reviews

Mr. Williams is waiting on a response and revised cost proposal from HRD. Mr. Williams proposed removing the \$7500 question development fee and only contracting HRD for the hourly interview fee. He had not received a response from HRD prior to the meeting.

Ms. Lamb stated TriCo has invested a lot of money in training this year and she wants to be sure it has made a difference. If the training has not made a difference, then the Committee needs to decide what to do next. A non-biased third-party employee interview might lead to a more accurate assessment of employee satisfaction.

The meeting adjourned at 8:25 a.m.

Respectfully submitted,



Andrew Williams

Utility Director