



PERSONNEL AND BENEFITS

Wednesday, February 3, 2021 at 7:30 a.m.
Memorandum

Mr. Kimbell called the meeting to order at 7:32 a.m.

Roll Call

Members Present: Committee Chair Jeff Kimbell, members Chuck Ryerson and Eric Hand. Others in attendance were Utility Director Andrew Williams and Administrative Assistant Maggie Crediford.

Public Comment

There was no one present from the public.

Safety Update

Mr. Williams said the Safety Update included in the packet is from December. In early January, the Utility had a reportable accident involving a staff member who tripped and broke their nose; however, it was not considered a lost time accident because he was back at work the same day. Mr. Williams said according to the worker's comp insurance company, if there was not a day of work missed, the incident does not count as lost time even though it is reportable. Mr. Williams said he has stressed with the staff that he does not encourage anyone who is injured to come back to work just to keep the days without a lost time accident clock moving forward.

Mr. Hand said it is the employee's choice to come back to work after an injury unless the injury poses further danger to the employee or other employees they might be working with, at that point he would expect management to step in and decide if an injured employee will return to work.

Mr. Williams said the Utility must report the incident on the OSHA log because the employee went to the doctor and received treatment. Mr. Ryerson emphasized it is important that employees report any accident to management because if symptoms of the accident do not present themselves immediately workman's comp might question if the injury happened at work.

Mr. Hand said the report mentions that a loose lens was removed from an overhead light at the biosolids building. He asked if that lens was just removed or if it had been replaced, and requested it be replaced if it has not already been. Mr. Ryerson said lighting fixtures that have protective lenses do so because if the bulb shatters it can injure someone if hot shattered glass falls on them. He agreed that if the lens has not yet been replaced it needs to be. Mr. Williams said he will follow up on the lens with staff.

Mr. Hand said the report discusses monthly fire extinguisher inspections. He asked if there is other equipment like defibrillators that are current on their service inspections as well. He asked if the Utility has Ambu bags on site in the event someone needs CPR. Mr. Williams

said there are not. Ms. Crediford said she would get with Mr. Prange and order some. Mr. Williams said the defibrillator has recently been inspected and the batteries have been replaced once. Mr. Ryerson said emergency lighting batteries in the buildings should be tested monthly. Annually the lights are supposed to undergo deep discharge testing which is removing the power for at least 90 minutes to be sure the lights last at least that long. Each unit should be numbered so there is a log showing that every unit has been tested. Mr. Williams said he would have Mr. Prange add those items to the regularly scheduled maintenance rotation.

Pandemic PTO Policy Update

Mr. Williams said most of the Pandemic PTO used in 2020 was a result of parents who needed to stay home with their children when schools closed. There were a couple of people who used part of their time because someone in their household was exposed or tested positive for the virus. None of the staff members have tested positive for COVID-19 at this time. The Committee discussed the positive test results dropping in the area, the distribution of vaccines, and the opening of schools and businesses. Due to the general uncertainty of the governments future response, the Committee recommends the continuation of Pandemic Leave policy and allow the use of hours currently in employee banks. No additional hours will be added at this time. The Committee will revisit the matter in the fall or sooner should the need arise.

Staffing

Mr. Williams said interviews were conducted for the open Field Operations Specialist position. An employment offer has been extended and accepted by a candidate with 23 years of experience in the industry. There was another qualified candidate interviewed that Mr. Williams thought might be beneficial to hire if a staffing need existed. After consultation with the managers, it was decided that a new position is not needed at this time. Now that all staff is in one location, the Managers will work together to share staffing resources.

Strategic Planning Process

Mr. Williams showed the committee results from the Utility's last strategic planning sessions in 2012. The committee discussed options and decided that it would be a good start to have the Board and employees do a self-assessment to identify where strengths and weaknesses are. Mr. Ryerson will reach out to a couple of people he knows that do strategic planning consulting and Mr. Williams will check with Ms. Conover, the Utility's HR consultant, to see if she would know anyone who specializes in strategic planning.

Mr. Williams provided the Committee with a summary of the responsibilities of the P&B Committee and a rough schedule of when different tasks were performed each year.

Adjournment

The meeting adjourned at 8:42 a.m.

Respectfully Submitted,



Andrew Williams, Utility Director