



## PERSONNEL AND BENEFITS

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Wednesday, October 27, 2021 at 7:30 a.m.  
Memorandum

Mr. Kimbell called the meeting to order at 7:30 a.m.

Members Present: Committee Chair Jeff Kimbell, members Chuck Ryerson and Eric Hand. Others in attendance were Board President Carl Mills, Utility Director Andrew Williams, Controller Cindy Sheeks, and Plant Superintendent Scot Watkins,

### **PUBLIC COMMENT**

There was no one present from the public.

### **SAFETY UPDATE**

Mr. Williams said the field staff continues with in person monthly tailgate safety training sessions. An employee was involved in an automobile accident. He was rear-ended on 96<sup>th</sup> Street by an uninsured motorist. The accident resulted in a reportable injury but there was no lost time associated with the incident. The employee has recovered. The Utility's vehicle suffered minor damage.

### **PROPOSED LABORER POSITION**

Mr. Williams recommended adding a FT Laborer position. The position has been included in the Salary Ordinance for years, however until now there has not been the need to fill it. The position would start in January 2022. The laborer would be shared among different departments in the Utility; helping with grass cutting, general maintenance, traffic control or with any other need that arises. Mr. Hand moved the Committee recommend the Board approves filling the Laborer position in 2022. Mr. Ryerson seconded the motion, and it was approved.

Mr. Williams said it has been five years since a salary study was completed and management is planning to update the study in 2022. Mr. Mills asked if a salary study is done, would adjustments to the ranges be made mid-year 2022 or at the start of 2023. Mr. Williams said he would expect the study to adjust the position ranges and provide continued growth opportunities for staff, but not need immediate salary adjusts. But a decision can be made after the study results are received. Mr. Ryerson said he would expect the salary study would be taken into consideration for the 2023 salaries.

### **HOLIDAY SCHEDULE**

Mr. Williams said there are no proposed changes for the 2022 holiday schedule. There will be thirteen paid holidays, three of which are floating. Mr. Ryerson made a motion to recommend the Board approve the proposed 2022 holiday schedule. Mr. Hand seconded the motion. The Committee will recommend the Board approve the proposed 2022 holiday schedule.

**INSURANCE RENEWAL**

Mr. Williams said Anthem came back with a 23% increase in premiums for the current coverage for 2022. The Affordable Care Act option through Anthem has a minimal increase of 0.87 %. The deductible and max out of pocket would go up \$300 for individuals, \$600 for families. The prescription co-pays would increase some as well. Mr. Williams is waiting on the coverage details of the ACA plan from the insurance agent before making a recommendation.

Mr. Ryerson asked if there has been any pricing for a self-insured plan. Mr. Williams said there has not. Mr. Kimbell asked if any information has been received on the high deductible plan. Mr. Williams said there has not, he is still waiting on the insurance agent to get information back on those options. Ms. Sheeks said the other companies will not provide quotes until they review the Utility's renewal information from Anthem. Mr. Mills said the proposed 2022 Budget accounts for a 10% increase in health insurance costs. Ms. Sheeks said the Utility can adjust its HSA contributions made to employees to help offset insurance increases. Mr. Mills said with the 10% projected increase the 23% renewal is only 10% higher than what is currently budgeted for 2022, it would be expensive but worth consideration.

**PAY RANGE/MARKET ADJUSTMENT CONSIDERATION**

Mr. Williams said the salary ranges are based on a ten-step system. Employees who receive a competent performance review automatically advance to the next step in their salary range, until they reach the top, at which time employees would only receive a market adjustment increase if one is approved. There are nine employees who are at the top of their salary range. In the past couple of years, the Committee recommended the Board provide a market and Utility performance adjustment for all employees in addition to the step adjustments. Every one percent increase in salaries equates to around \$15,000 added to the budget. Mr. Williams spoke with Barb Lamb; Carmel has approved a 3% market adjustment in addition to their step increases. Mr. Williams said the 2022 proposed budget reflects a 4% place holder. Mr. Kimbell said in the past the committee has considered the CPI and the Utility's performance when discussing a market adjustment. Mr. Kimbell said if the CPI was truly 5.4%, he would expect the salaries to be adjusted by at least 5%. Mr. Ryerson said he does not want to go above 5% or below 4% for a market adjustment. Mr. Hand said outside the CPI there is also a competitive labor market right now to take into consideration. The Committee will recommend a 5% market adjustment to the employee pay scale for the Board to consider.

**ADJOURNMENT**

The meeting adjourned at 8:15 a.m.

Respectfully Submitted



Andrew Williams, Utility Director