

Minutes
Administration, Personnel & Communications (APC) Committee
July 9, 2010

Present: Chair Linda Wishard, Jan Neese, Don Paczkowski, Judy Wallace, Lois Willis, Staff - Richard Eason

Linda Wishard called the meeting to order at about 4:35 p.m.

The minutes from the June 17, 2010 meeting were unanimously approved.

Committee Responsibilities

The committee discussed the "Committee Functions" list provided to the APC. Members had several questions about the scope of the APC's role to "oversee public communication." Board President Karl Ansbach, who was in attendance, stated that he intends it to include all communications to customers, stakeholders, and the media, including oversight of the website and mail-outs. It was agreed that we will not get involved in basic operational communications unless the Board deems it necessary. The committee agreed we need to develop a process for review of communications by the APC.

We also discussed the need for a process for performing exit interviews and hearing grievances from employees. Richard Eason was asked how this has been handled in the past. He said the grievance process is covered in the employee policy manual but that they haven't had a grievance in many years. Regarding exit interviews, when an employee leaves the District, Margaret Cathey, Finance/Administration Manager, advises the committee and whoever is available conducts the exit interview. Richard also confirmed that there is no document or template used for exit interviews. The committee agreed we will develop a process, including a standard questionnaire. *[The District does have an exit interview form.]*

While we were discussing the personnel policy manual, Richard pointed out that the timing for the base pay "general increase" (which the APC recommended be effective the last full pay period in December 2010) deviates from the policy manual. Policy 2.6 states that COLA increases, if adopted by the Board, will be effective "as of the first full pay period of the next fiscal year" and that merit increases will become effective "as of the first full pay period in April." The committee and Ansbach agreed that he will ask the Board at the July 14 meeting to approve the 3% salary increase budget and that the APC will revise the policy by the August board meeting to allow for increases to be effective in December.

General Counsel Search

Don Paczkowski reported that attorneys from two law firms had been interviewed. All APC members, with the exception of Judy Wallace, were at the interviews. An interview with a third candidate is scheduled for Thursday, July 15. The APC will then select who they think is the

strongest candidate, will ask for a Letter of Engagement (including costs) and submit a recommendation to the Board.

Internal Audit

Judy reported that she had talked to two firms, one of whom has submitted a proposal to Linda. The second firm, Navigant, declined because they are not a CPA firm [which the RFP called for]. The committee agreed we do not need a CPA, as this is not a financial audit, so Judy was going to call Navigant to ask them to reconsider submitting a proposal. Linda reported that she has also been in contact with one firm and has been trading messages with another. The goal is to have a recommendation to the Board by the August board meeting.

General

The committee discussed the "Perspectives 2010" conference taking place on July 22 and 23. It was agreed that Judy will attend both days. Don can only attend on July 22, so Lois Willis will go on the 23rd. Richard will check with Margaret to make sure the reservations are made.

Linda asked all committee members to check their calendars for August 5 or August 12 at 5:00 for the next APC meeting and to let her know our availability.

With no further business to be discussed, the meeting adjourned at 5:25 p.m.