

Minutes of Meeting
Administration, Personnel & Communications (APC) Committee
March 22, 2012

Present: APC Members Jan Neese, Judy Wallace, and Chair Linda Wishard; Board Member Allan Hitchcock; and General Manager Earl Foster. Also in attendance: President Karl Ansbach and Mel Neese.

The meeting was called to order at about 5:25 p.m.

AGENDA ITEMS:

PERSONNEL POLICY MANUAL

Earl Foster reviewed the changes that had been submitted by various APC members and which he had incorporated into a new version. After a thorough review by the Committee during the meeting, a few questions and issues were still outstanding:

1. Earl referred to a comment submitted by Don Paczkowski regarding merit increases (near the end of page 25 of the new draft). Since the attendees weren't clear about the intent of Don's comments, Earl is going to follow-up with him.
2. On-Call Pay – It was agreed that we will add to the new manual the language from Page 30, Section K of the current manual which identifies those employees who are eligible for on-call pay (supervisors, operators, service persons).
3. We also agreed that we will add criteria which justifies that the \$100 on-call pay is to compensate employees for loss of flexibility and freedom in their activities (i.e., hours they will be on call, response time, and limitations [such as not drinking alcohol during the time they are on call]).

It was agreed that the committee members will send any changes to the version we discussed at the meeting to Earl by March 30. Earl will incorporate those changes, as well as those noted in #2 and #3 above, and will send a final version for the committee to discuss and approve at the next meeting. The proposed policy manual will then be sent to the LMUD attorney for final review before submittal to the LMUD board.

ORGANIZATIONAL CHANGES

Earl discussed the proposed reorganization of the office staff due to the promotion role vacated by Margaret Cathey, who recently left LMUD. He is considering revisions to the responsibilities of three positions and how job duties may best be realigned. Earl will provide draft job descriptions to the APC members by the next meeting and job qualifications will be reviewed. After review and approval, we will then match the descriptions to the new salary survey to ensure that the positions are paid appropriately.

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COMPENSATION AND BENEFITS SURVEY

Earl reported that 11 responses have been received to date (against about 20 that were sent out). The consultant (the Penicle Group) is entering information as they receive it, so Earl thinks we will have a report soon.

With no further business to be discussed, the meeting was adjourned at 6:15 p.m. The next APC meeting is scheduled for April 18 from 4:30 p.m. to 6:00 p.m. (***please note the earlier time for this meeting only***).

Submitted by Judy Wallace
