Meeting Summary
Human Resource Committee Meeting
Thursday, October 3, 2013, 5:00 p.m. – 6:10 p.m.
OWASA Boardroom

Board Committee:	Will Raymond, Michael Hughes, Dana Raborn, John Young
Other Board Members:	Amy Witsil
Staff:	Ed Kerwin, Stephanie Glasgow, Stephen Winters, Todd Taylor, Dan Przybyl, Randy Horton, Dale Lovely, Michael Smith, Pam Whitmore, Miriam Crutchfield, Denise Battle
Public:	Mac Clark

The Committee reviewed and discussed the Cost of Labor and Merit Pay information as it pertains to employee compensation for Fiscal Year 2014. The Committee requested staff to determine if additional detail by grouping (such as data for public utilities) is available from the World at Work database. The Committee also requested the cost breakdown for various levels of possible pay adjustments under consideration. The Committee will continue discussion of this matter at their October 9, 2013 meeting.

Stephen Winters provided a brief summary of two employee classification changes staff is seeking for the Finance and Customer Service Department which requires Board approval (no new headcount or increase in costs proposed). This will be a topic of discussion at the October 9, 2013 Committee meeting and possible action at the October 10th Board meeting.

Staff noted that it may be desirable for the Committee to discuss the competitiveness of Blue Cross and Blue Shield of North Carolina employee health insurance in November 2013.

Will Raymond provided a summary of his suggestions for future Committee topics (attachment).

John Young and the Human Resources Committee as a whole agreed to delay discussion of John's Petition for Further Study of Merit-Based Salary Increases and Bonuses until after the next performance review cycle April/May 2014.

The next HR Committee meeting will be held on October 9, 2013 at 5:00 p.m. in the OWASA Boardroom.

Prepared by:

Stephanie S. Glasgow, MESH, PHR
Director of Human Resources and Safety

Attachment

Attachment

HR Committee Topics 2013/2014

Required, suggested and potential topics for the HR Committee Oct. 2013 through May, 2014.

Oct. 2013

- Oct. 3rd, 9th cost of labor and merit pay background and recommendations. Need to wrap early Nov. – preferably Nov. 1st.
- Board Member John Young's proposal
- Change to Customer Service Staffing - OWASA Finance Stephen Winters

Nov. 2013

- Update/Changes to Human Resource Policy – OWASA HR Stephanie Glasgow
- Initial review of proposed health insurance plan – competitiveness and effectiveness
- Wrap Bob Epting's review, start Ed Kerwin's.
    - Discuss specific focusing of Bob's 2014 goals on 3-4 themes.
    - Determine if Ed's 2014 goals can be aligned with any draft strategic goals.

Dec. 2013

- Health insurance competiveness – finish discussion and make recommendations prior to Jan. 1st.

Spring 2014

Review of minority recruitment efforts/filling managerial positions (note: this is a high priority for Will Raymond). Include discussion of better informing community of current efforts and pursuing new directions in outreach.

Mid-term review effectiveness of new performance evaluation system

Mid-term evaluation of 2013's employment compensation market analysis

Informal meeting of Board HR Committee with employees/employee rep committee

OPEB/457/retirement benefits – review and preliminary discussion of adjusting benefits.

Discuss/improve executive employee evaluations. Realign timing of Director and Counsel. Customizing evaluations for each. Create reproducible process aligned with new Board strategies.