ORANGE WATER AND SEWER AUTHORITY

A public, non-profit agency providing water, sewer and reclaimed water services to the Carrboro-Chapel Hill community.

Meeting Summary
Human Resources Committee Meeting
Thursday, January 13, 2011, 5:00 p.m. – 5:35 p.m.
OWASA Boardroom

Board Committee: Braxton Foushee, Chair; Fred Battle and Joyce Preslar

Other Board Members: Mac Clarke

Staff: Ed Kerwin, Stephanie Glasgow, John Greene, Mason Crum, Stephen Winters, Dan Przybyl, Kevin Ray, Heidi Lamay, Angie Smith, Pam Whitmore

Public: None

Stephen Winters presented staff's proposed organizational changes for the Finance and Customer Service Department. The Committee supported staff's proposal to seek Board approval on January 27, 2011 to:

1) Eliminate the vacant Procurement Manager position and the soon to be vacant Customer Service Manager position;
2) Reclassify the vacant Accounting Technical I/II position to the new position of Financial Analyst at Salary Grade 20 ($46,028-$68,477); and
3) Create new part-time position of Customer Service Specialist (pay range $25-$45 per hour).

Committee reminded staff of the importance of diversity and of training employees for upward mobility.

The Committee also supported the following staff recommendations for Board approval at the January 27, 2011 Board meeting.

1) Increase the Salary Grade for the Human Resources and Safety Manager from Salary Grade 28 ($59,320-$88,260) to Salary Grade 31 ($61,316-$95,686).
2) Amend Section 14.B of the Human Resource Policy to change the 240 maximum limit for employee's Annual Leave balance from bi-weekly to annually and convert Annual Leave in excess of 240 hours to Sick Leave on December 31st each year.
3) Renew Long-Term Disability, Group Life, Accidental Death and Dismemberment and Dependent Life Insurance with current providers at no cost increase.

Committee suggested that staff consider all the parameters of insurance policies in the future to ensure they are meeting the appropriate needs of the organization and its employees.

Prepared by:

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Human Resources and Safety Manager