

Orange Water and Sewer Authority
Virtual Meeting of the Board of Directors
September 10, 2020

The Board of Directors of the Orange Water and Sewer Authority (OWASA) held its duly noticed regular work session by virtual means in accordance with law, on Thursday, September 10, 2020, at 6:00 p.m. utilizing Microsoft Teams software.

Board Members present: Raymond (Ray) DuBose (Chair), Bruce Boehm (Vice Chair), Jody Eimers (Secretary), Yinka Ayankoya, Robert Morgan, John N. Morris, Bruce Runberg and Ruchir Vora.

OWASA staff present: Denise Battle, Mary Darr, Monica Dodson, Jesse DuClau, Robert Epting, Esq. (Epting and Hackney), Stephanie Glasgow, Ken Loflin, Andrea Orbich, Dan Przybyl, Ruth Rouse, Kelly Satterfield, Todd Taylor, Mary Tiger, Stephen Winters and Richard Wyatt.

Others present: Meg Holton (UNC Water Resources Manager).

Motions

1. Robert Morgan made a motion to approve the Minutes of the August 13, 2020, Virtual Work Session of the Board of Directors; second by Jody Eimers and unanimously approved.
2. Robert Morgan made a motion to approve the Minutes of the August 27, 2020, Virtual Meeting of the Board of Directors; second by Jody Eimers and unanimously approved.
3. Robert Morgan made a motion to approve the Minutes of the August 27, 2020, Closed Session of the Board of Directors for the purpose of discussing two personnel matters as provided in N.C. General Statutes 143.318(6); second by Jody Eimers and unanimously approved.
4. BE IT RESOLVED THAT the Board of Directors of the Orange Water and Sewer Authority adopts the Resolution Declaring Juneteenth an Official Holiday for OWASA Employees. Motion by Yinka Ayankoya, second by Ruchir Vora and unanimously approved.
5. BE IT RESOLVED THAT the Board of Directors of the Orange Water and Sewer Authority adopts the Resolution Amending the Human Resources Policy to Modify Rewards Available Upon Successful Hires of Persons Recommended by OWASA Employees. Motion by Yinka Ayankoya, second by Jody Eimers and unanimously approved.
6. Bruce Boehm made a motion to approve the Key Focus Areas for OWASA's Executive Director for the Period of September 2020 to June 2021; second by Yinka Ayankoya and unanimously approved.

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Announcements

Ray DuBose announced that due to COVID-19 public health concerns, the OWASA Board of Directors held the work session virtually utilizing Microsoft Teams software. Mr. DuBose stated that Board Members, General Counsel, and staff participated in the meeting remotely.

Mr. DuBose asked if any Board Member knew of a conflict of interest or potential conflict of interest with respect to any item on the agenda tonight to disclose the same at this time; none were disclosed.

Ruchir Vora announced a virtual meeting between the Chapel Hill Town Council OWASA Committee and Chapel Hill Appointees to the OWASA scheduled for Thursday, September 17, 2020, at 8:00 a.m. to discuss items of mutual interest.

Jody Eimers reported that Ray DuBose and she met with Todd Taylor, Executive Director, on September 1, 2020, and provided Mr. Taylor performance related feedback as discussed by the Board in Closed Session at the Virtual Meeting of the Board on Thursday, August 27, 2020.

Mary Darr, Director of Engineering and Planning, introduced, Deepthie Kalyanam, OWASA's new Utilities Engineer.

Item One: Annual Report on Disposal of Surplus Personal Property

The Board received this as an information item.

Item Two: Minutes

Robert Morgan made a motion to approve the Minutes of the August 13, 2020, Virtual Work Session of the Board of Directors; second by Jody Eimers and unanimously approved. Please see Motion 1.

Item Three: Minutes

Robert Morgan made a motion to approve the Minutes of the August 27, 2020, Virtual Meeting of the Board of Directors; second by Jody Eimers and unanimously approved. Please see Motion 2.

Item Four: Minutes

Robert Morgan made a motion to approve the Minutes of the August 27, 2020, Virtual Closed Session of the Board of Directors for the purpose of discussing two personnel matters as provided in N.C. General Statutes 143.318(6); second by Jody Eimers and unanimously approved. Please see Motion 3.

Item Five: Consideration of Juneteenth as a Paid Holiday for OWASA Employees

Stephanie Glasgow, Director of Human Resources and Safety, provided a verbal update on adding Juneteenth as an additional paid holiday for OWASA employees. She noted this annual observance will allow OWASA employees to join community members in promoting and cultivating knowledge and appreciation of Juneteenth history and culture.

Yinka Ayankoya made a motion to adopt the Resolution Declaring Juneteenth an Official Holiday for OWASA Employees; second by Ruchir Vora and unanimously approved. Please see Motion 4.

Item Six: Proposed Changes to the Referral Fee Program in OWASA's Human Resources Policy

Stephanie Glasgow, Director of Human Resources and Safety, provided a verbal update on the proposed changes to OWASA's HR Policy regarding the 2001 Referral Fee Program. The proposed changes increased the referral fee distributed to employees who recommend an external candidate who is then hired to fill an open role at OWASA and eliminating the probationary period requirement before that distribution is made.

Robert Morgan commented that if we move forward with this program, it should be monitored closely.

Bruce Boehm said he wants to ensure the updated Referral Fee program would increase the quantity and quality of the candidates and perhaps increase the incentive amount as well as other promotional activities.

Jody Eimers suggested the amount be more than \$200 but not \$500 and the same amount go for any position.

Ruchir Vora said he likes the program and \$500 is fine, he would support more of an incentive.

Mr. Morgan suggested the Board move forward with \$500 and look at the results of the program in a year.

Ray DuBose said he supports the proposal and to revisit the results of the program in in a year.

Mr. Boehm suggested including part-time and temporary employees are eligible to refer applicants and favors more of an incentive.

Yinka Ayankoya suggested this program be open to any employee working at OWASA (temporary, part-time and full-time employees).

The Board agreed to amend the resolution as shown in underline and/or strikethrough text as well as revisit the Referral Program in a year as part of the Annual D&I and Equal Employment Opportunity/Affirmative Action Report:

M. Referral Program

OWASA seeks to attract and hire high performing employees, and we seek the assistance of current employees in recruiting potential candidates for full-time employment. An employee may receive a \$500.00 reward upon the hiring of an external candidate whom they referred to OWASA. The reward is not available to the employee if they are related to the candidate by blood, marriage or domestic partnership, would be in the candidate's chain of command, is directly involved in the hiring process, or for internal promotions. The referral must be stated by the applicant and the employee, and noted by the HR staff, at the time the application is submitted. All current, ~~full-time, regular~~ employees of OWASA, except the Executive Director, are eligible to participate.

Yinka Ayankoya made a Motion to approve the Resolution Amending the Human Resources Policy to Modify Rewards Available Upon Successful Hires of Persons Recommended by OWASA Employees as amended; second by Jody Eimers and unanimously approved. Please see Motion 5.

Item Seven: Diversity and Inclusion Program Progress Report and Equal Employment Opportunity/Affirmative Action Report for Fiscal Year 2020

Stephanie Glasgow, Director of Human Resources and Safety, provided a verbal update on OWASA's Diversity and Inclusion (D&I) Program and Equal Employment Opportunity Report/Affirmative Action Report for Fiscal Year (FY) 2020. Ms. Glasgow reported that all action items identified in the D&I Initial Implementation Plan in 2017 are complete and that staff will always strive for continuous improvement. She also reported growth in race and gender diversity is increasing over time.

The Board expressed appreciation to staff for the excellent, thorough report.

Ruchir Vora asked for a breakdown of employees who have received or participated in the Bonus Pay for Additional Education and Certification Programs.

Ray DuBose said in the Organizational Assessment, 57. Help build Board diversity with their appointing authority, the Board is helping to build D&I in the following three ways: each time there's a Board vacancy, the Chair sends a letter to those local governing Boards to remind the appointing authority of the vacancy and the letter includes a statement about OWASA's D&I policy for its consideration; the Board includes D&I in quarterly reports; and the Board discusses D&I as part of quarterly meetings with local governments. Mr. DuBose will work with staff to update the information, share with the Board and then schedule for a future Board meeting for discussion.

Jody Eimers suggested members of the Board encourage minorities and women to volunteer on the OWASA Board.

Item Eight: Review Proposed Work Plan for OWASA's New Executive Director

Todd Taylor, Executive Director, provided a verbal update on his proposed Key Focus Areas for the period September 2020 through June 2021.

After discussion, the Board provided comments and requested the next version of the Executive Director's work plan may include additional information on safety metrics and document community outreach efforts specific to the Executive Director.

Bruce Boehm made a motion to approve the Key Focus Areas for OWASA's Executive Director for the Period of September 2020 to June 2021; second by Yinka Ayankoya and unanimously approved. Please see Motion 6.

Item Nine: Review Board Work Schedule

The Board agreed to conduct a 2020 Board Self-Assessment that will be facilitated by a staff member from the School of Government on October 8, 2020 as part of the Board work session.

The Board agreed to start all virtual meetings at 6:00 p.m.

Item Ten: Summary of Work Session Items

Todd Taylor noted the following items for staff follow-up:

- include participation rate trends for the Referral Program as part of next year's Diversity and Inclusion (D&I), Equal Employment Opportunity and Affirmative Action Annual Report;
- provide via e-mail information on participation rates for the Bonus Pay for Additional Education and Certification Programs;
- update the Board's promotion of D&I in consideration of appointments by local governments; and
- consider revisions to the next version of the Executive Director's work plan to potentially include additional information on safety metrics and community outreach efforts specific to the Executive Director.

Without objection, the Board meeting was adjourned at 8:10 p.m.

Respectfully submitted by:



Andrea Orbich
Executive Assistant/Clerk to the Board

Attachments

Resolution Declaring Juneteenth an Official Holiday for Orange Water and Sewer Authority

Whereas, Juneteenth is the oldest nationally celebrated commemoration of the ending of slavery in the United States; and

Whereas, On June 19, 1865 Union soldiers led by Major General Gordon Granger, landed at Galveston, Texas with news that the war had ended and that the enslaved were now free; and

Whereas, this was two and a half years after President Lincoln's Emancipation Proclamation which freed slaves of this nation's original sin of human bondage and had become official on January 1, 1863 in these United States of America which included North Carolina; and

Whereas, the annual observance of Juneteenth would provide community members and OWASA employees an opportunity to promote and cultivate knowledge and appreciation of the Juneteenth history and culture, as well as, reflect on the history and impact of slavery on us all.

Now, Therefore, Be It Resolved:

1. That the Board of Directors designates Juneteenth as an official OWASA holiday in addition to the existing holiday schedule; and,
2. Human Resources Policy, Section 14. O. Holiday Pay is hereby amended as provided below:

O. Holiday Pay

This policy covers the observance and payment of authorized holidays for all regular, full-time employees. The twelve holiday periods include: New Year's (one or two days); Dr. Martin Luther King's birthday; Good Friday; Memorial Day; Juneteenth Day; Independence Day; Labor Day; Thanksgiving (two days); and Christmas (two or three days). The number of days observed for the Christmas and New Year's holidays shall be determined by the Executive Director.

When a holiday other than Christmas occurs on a Saturday the holiday shall be observed on the preceding Friday. When a holiday other than Christmas falls on a Sunday the holiday shall be observed on the following Monday. When Christmas falls on a non-workday, the holiday observance shall be set by the Executive Director.

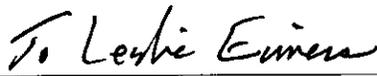
Temporary or part-time employees are not eligible for Holiday Pay. They will be paid for actual hours worked should they work on the holiday. If a holiday falls on a day that an employee who regularly works a shift is off, that employee does not observe that scheduled holiday. The Department Director, with consideration for the work requirements, sets a day in the employee's regular work schedule for the holiday.

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Adopted this 10th day of September 2020.


Raymond E. DuBose, P.E., Chair

ATTEST:


Jo Leslie Eimers, Secretary

**Resolution Amending the Human Resources Policy to Modify Rewards
Available Upon Successful Hires of Persons Recommended By
Orange Water and Sewer Authority Employees**

Whereas, since 2001, Orange Water and Sewer Authority (OWASA) has had a Referral Fee Program, under which employees are encouraged to refer others for consideration for employment by OWASA, and upon successful hires, OWASA has provided monetary incentives to the OWASA employee who made such a recommendation; and

Whereas, OWASA wants to encourage greater participation in this program, and to that end, has determined to increase the incentives offered to \$500.00 per successful hire, and to authorize payment of such incentives upon the initial hire, without regard to the previous requirement that the new employee successfully complete the initial probationary period; and

Whereas, these changes will require amendments to the exiting Human Resources Policy, by Board action;

Now, Therefore, Be It Resolved:

1. That the Human Resources Policy, Section 13. Employee Benefits, is hereby amended as provided below:

M. Referral Program

OWASA seeks to attract and hire high performing employees, and we seek the assistance of current employees in recruiting potential candidates for full-time employment. An employee may receive a \$500.00 reward upon the hiring of an external candidate whom they referred to OWASA. The reward is not available to the employee if they are related to the candidate by blood, marriage or domestic partnership, would be in the candidate's chain of command, is directly involved in the hiring process, or for internal promotions. The referral must be stated by the applicant and the employee, and noted by the HR staff, at the time the application is submitted. All current employees of OWASA, except the Executive Director, are eligible to participate.

Adopted this 10th day of September 2020.


Raymond E. DuBose, P.E., Chair

ATTEST:


Jo Leslie Eimers, Secretary