Brunswick-Glynn County Joint Water and Sewer Commission

HUMAN RESOURCES COMMITTEE MEETING MINUTES
Third Floor Conference Room
Thursday, September 04, 2014 10:30 AM

Present: John Cason, Chairman

Thomas Boland, Commissioner

David Ford, Commissioner

Also Present: Steve Swan, Executive Director

John Donaghy, Chief Financial Officer

Donald Elliott, Commissioner

Meeting was called to order at 10:33 AM by Commissioner Cason.

ADOPT:
Commissioner Boland made a motion and seconded by Commissioner Ford to approve the minutes of the August 4, 2014 Human Resources Committee Meeting. Motion carried 3-0-0.

DISCUSSION:

Carl Vinson Study –
Commissioner Boland voiced his concerns pertaining to the study that JWSC does not have its own Human Resource department that works exclusively for JWSC. He feels we should look into hiring a HR Coordinator who can deal with personnel issues but would coordinate with Teamworks Services until JWSC creates its own Human Resource Department. All Commissioners agree to carry this discussion on to the workshop on September 25th.

Sexual Harassment & Discrimination Training –
Director Steve Swan advised the Commissioners of this upcoming training for the entire company. Training will be split with one session in the morning for Supervisors and another session in the afternoon for staff members. The training will be filmed for those that miss the training.
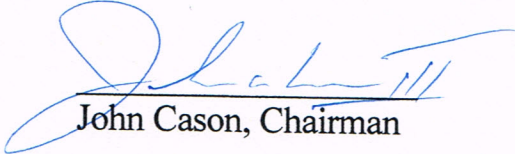
Post Hire Medical Questionnaire Update –
The new Pre-treatment Compliance Coordinator, Angela Walker, was the first new employee to do the new medical questionnaire. Follow up with medical staff is supportive of this new requirement.
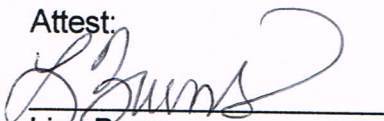
Workers Compensation –
Director Swan updated the committee on the workman comp claims that have gone from 17 claims to 15 claims. Director Swan encouraged the committee to attend one these reviews meeting for a better understand of the process.

There being no other business to bring before the Committee, the Chairman adjourned the meeting.

John Cason, Chairman

Attest:

Lisa Burns
Clerk