



**Brunswick-Glynn County Joint Water & Sewer Commission
1703 Gloucester Street
Brunswick, GA 31520
Commission Meeting Room
Thursday, November 5, 2015 at 10:00 AM**

HUMAN RESOURCES COMMITTEE MINUTES

PRESENT: John Cason, Chairman
 Thomas Boland, Commissioner
 Allen Booker, Commissioner

ALSO PRESENT: Donald Elliott, Commissioner
 Amy McKim, Teamwork

Chairman Cason called the meeting to order at 10:00 AM.

PUBLIC COMMENT PERIOD

There being no citizens who wished to address the Commission, Chairman Cason closed the Public Comment Period.

APPROVAL

Commissioner Boland made a motion seconded by Commissioner Booker to adopt the minutes of the October 12, 2015 Human Resources Committee meeting. Motion carried 3-0-0.

Commissioner Boland made a motion seconded by Commissioner Booker to adopt the minutes of the October 12, 2015 Executive Session Human Resources Committee meeting. Motion carried 3-0-0.

Commissioner Cason made a motion seconded by Commissioner Booker to add a discussion Item #6 Training Program. Motion carried 3-0-0.

Commissioner Booker made a motion seconded by Commissioner Boland to defer Item #1 for discussion Safety Equipment Policy Document until next Human Resources Committee. Motion carried 3-0-0.

DISCUSSION

Assistant Executive Director Job Description – D. Elliott

Commissioner Elliott discussed the Assist. Exec. Director position. It was noted that this position will be assisting the Executive Director. It was suggested that the Commission participates in the selection of the Assistant Director position. All were in favor to forward to the full commission. It was expressed as a concern that JWSC does not have the analysis process to

evaluate the whole system. The Planning and Construction Engineer has the responsibility for the overall health of the production of water and sewer and maintenance of the systems. A new process will be implemented to help avoid issue in the future. The job of the Assistance Director will focus on the purchasing, financial, human resources efforts. The Executive Director will be an overall supervisor of the whole organization. It was noted that a complete analytical production process is not in place. It was requested that Amy of Teamworks Services Inc. provide the Executive Director and the Planning & Construction Engineers job description for the meeting this afternoon. This position should include long range planning and use of analytical tools in the essential functions.

Financial Analyst Job Description – D. Elliott

Donald Elliott updated the Committee on the need for a Financial Analyst Position. He stated there is a need for process that connects the Planning & Constructions and the Finance Departments responsibilities. It was Commissioner Elliott's opinion that the Finance Director requires a Financial Analyst who has great strengths in project management, cost accounting, cost estimation, and economic order quantity. It was recommended this position be forwarded to the Finance Committee for review and then to the full commission. Commissioner Boland made a motion seconded by Commissioner Booker to forward to the Finance Committee for review. All agreed.

Longevity Recognition – D. Elliott

Commissioner Elliott suggested the recognition of years of service is currently a certificate and that it could include a pin. It was noted that the vested years of service for retirement is 5 years. Amy McKim provided cost estimates on lapel pins from various companies. It was suggested to make it recognizable and standardized. It was suggested to provide additional/extra gifts for longer tenor employees. It was requested for Amy to provide further research, to gather costs together, provide additional gift options, and begin at 20 years.

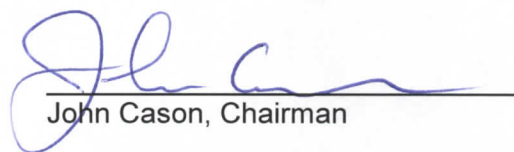
Christmas Gift Cards – D. Elliott

Commissioner Elliott discussed the Christmas Gift Cards for the employees for Christmas to the committee. This has been done in the years past. The cost will include 139 cards and have an approximate cost of \$3,500. All agreed to move to the full the Commission.

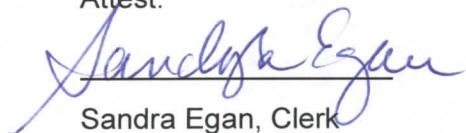
Training/Entry Level Program – A. Booker

It was suggested to have a training program/entry level positions for Job Corp or high school students to have positions at JWSC. It was requested that we have entry level jobs available which do not require any experience and depending on what the job openings are. A line of progression to all positions was suggested and provide a training or intern apprenticeship. There may be grant money available and should be looked into. It was tasked that management provide recommendations on entry level program for each operating division.

Meeting adjourned at 10:58 AM.


John Cason, Chairman

Attest:


Sandra Egan, Clerk