



**Brunswick-Glynn County  
Joint Water and Sewer Commission  
1703 Gloucester Street  
Commission Meeting Room  
Monday, October 12, 2015 at 10:00 AM**

**HUMAN RESOURCES COMMITTEE MINUTES**

**Present:** John Cason, Chairman  
Thomas Boland, Commissioner  
Allen Booker, Commissioner

**Also Present:** Donald M. Elliott, Commissioner  
Todd Kline, Senior Engineer  
Dan Lovein, Legal Counsel  
Jeffrey Singletary, Teamworks Services

Meeting was called to order at 10:00 AM by Commissioner Cason.

**PUBLIC COMMENT PERIOD**

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

Commissioner Elliott made a motion seconded by Commissioner Boland to add item #3 Telephones, Computers and Communication to the agenda. Motion carried 3-0-0.

**ADOPT:**

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

**DISCUSSION:**

**1. Uniform Policy Update: Field Exposure Section 4.14-2**

JWSC allows a \$70 dollar stipend for employees to purchase work shoes/steel toed boots. It was suggested that the choices be limited to a certain style so all employees are similar. Pam Crosby stated originally Cintas came out to fit employees recommend a safety shoe. OSHA requires steel toed boots for safety shoes for use in any warehouse area or in a place where an employee is picking up an item over 40 lbs. This includes all equipment or trenching activities. It was recommended for the staff meeting tomorrow to address this issue with the superintendents of how many employees would require this type of shoe . It was requested of Pam to research the safety shoes / steel toed shoes that are in the marketplace that are available for purchase that fit the \$70 criteria. The stipend provided may not

cover the cost of these shoes and needs addressing plus limiting the choices so that it fits OSHA requirements and there is no doubt that we are within the standards. Dan Lovein stated it can be very advantages if you have delineated as to who those employees are and that it is part of their personnel file and they have recognized as a requirement then in the event that they are injured as a result of not wearing this equipment it is a defense for a worker's compensation. A form for the employees to sign and date with the supervisor signature which would state the equipment required could be simple and was requested by Jeffrey. Requirement of seatbelts was also requested to be part of the personnel file. Jeffrey stated these requirements can be a toolbox topic where employees sign and it is kept in the personnel file. The form developed will need to be brought before the full commission.

## **2. Assistant Director Position**

Heather was unavailable for this meeting and Jeffrey provided a very rough draft of an Assistant Director position. It was noted that JWSC can hire a person as a stand alone position or attach it to an existing position like it is this month and provide an increase when they are having to perform these extra duties. It was agreed by all that the committee is requesting a stand alone position. Commissioner Cason stated the need for continuity and for the number 2 person for any job position and should be included in the operation. It was requested for Teamworks to provide the job descriptions of the top four positions. The next step is to clarify the job summary and reconvene at the Human Resources Committee again at the next meeting with the Executive Director present.

## **3. Telephones, Computers, and Communication**

Commissioner Elliott requested this subject be added to the personnel policy in which it addresses the phones are to be lockable and a language that states you will not lend your phone to any non-JWSC employee or leave unattended.

### **DIRECTOR'S UPDATE:**

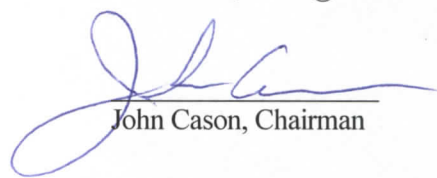
Commissioner Boland made a motion seconded by Commissioner Booker to close the regular Human Resources Committee meeting and adjourn to Executive Session to discuss personnel. Motion carried 3-0-0.

**There being no other business to bring before the Committee, the Chairman adjourned the meeting at 10:54 am.**

The next Human Resources Committee meeting is scheduled November 5, 2015 @ 10 am.

Attest:

  
Sandra Egan, Clerk

  
John Cason, Chairman