



**Brunswick-Glynn County Joint Water and Sewer Commission**  
**1703 Gloucester Street, Brunswick, GA 31520**  
**Commission Meeting Room**  
**Thursday December 1, 2016**  
**10:00 AM – 11:00 AM**

## **HUMAN RESOURCES COMMITTEE MEETING AGENDA**

**Committee Members:**    **Commissioner John Cason, III, Chairman**  
                                  **Commissioner Allen Booker**  
                                  **Commissioner Donald Elliott**  
                                  **Executive Director Jimmy Junkin**

**Members:**                **John Donaghy, Chief Financial Officer**  
                                  **Cindy Barnhart, TSI**  
                                  **Jeffrey Singletary, TSI**

### **PUBLIC COMMENT PERIOD**

*Public Comments will be limited to 3 minutes per speaker. Comments are to be limited to relevant information regarding your position and should avoid being repetitious. Individuals should sign in stating your name, address and the subject matter on which you wish to speak. Your cooperation in this process will be greatly appreciated*

### **Adopt:**

- 1. Minutes of November 3, 2016 Human Resources Committee Meeting**
- 2. Section 4.16-5 Vehicle Use, Care and Maintenance – C. Barnhart, TSI**
- 3. Section 4.17 No Smoking Policy Update – C. Barnhart, TSI**
- 4. Section 4.18-1 Use of Communications System, Equip., and Devices Policy Update – C. Barnhart, TSI**
- 5. Section 5.1-1 & 5.2-1 Group Health, Life & Flexible Benefits Policy Update – C. Barnhart, TSI**
- 6. Section 7.4 Corrective and or Disciplinary Action Policy Update – C. Barnhart, TSI**

### **Discussion:**

- 1. Employee Evaluation Compensation Review – J. Donaghy**

### **EXECUTIVE DIRECTOR'S UPDATE**

PIO Recommendation

### **Future Topics To Work On:**

- Section 7.2 – Performance Improvement Plans
- Protocol Policy
- Job Advertisements
- Insurance Claims Refund
- Performance Evaluation Section 7.1 Update

All citizens are invited to attend.

There is a possibility of a quorum of Commissioners being present.