



Brunswick-Glynn County Joint Water and Sewer Commission
1703 Gloucester Street, Brunswick, GA 31520
Commission Meeting Room
Thursday May 4, 2017
10:00 AM – 11:00 AM

HUMAN RESOURCES & SAFETY COMMITTEE MEETING AGENDA

Committee Members: **Commissioner Cornell Harvey, Chairman**
Commissioner Cliff Adams
Chairman of Commission, Donald Elliott
Commissioner David Ford
Executive Director Jimmy Junkin

Members: **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

Approval:

1. Minutes from April 6, 2017 Human Resources & Safety Committee Meeting (*subject to any necessary changes*)

Discussion:

- 1. Personnel Funding FY 2017-2018** – J. Donaghy
- 2. Work Related Injury Statistics** – J. Singletary
- 3. Recruiting and Termination Statistics** – B. Lane

EXECUTIVE DIRECTOR'S UPDATE

Meeting Adjourned

All citizens are invited to attend.

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



Brunswick-Glynn County Joint Water & Sewer Commission
1703 Gloucester Street, Brunswick, GA 31520
Commission Meeting Room
Thursday, May 4, 2017 at 10:00 AM

HUMAN RESOURCES & SAFETY COMMITTEE MINUTES

PRESENT: **Cornell Harvey, Chairman**
 Cliff Adams, Commissioner
 Donald Elliott, Commissioner
 David Ford, Commissioner
 Jimmy Junkin, Executive Director

ALSO PRESENT: **Tom Boland, Sr., Deputy Director**
 John Donaghy, Chief Financial Officer
 Jay Sellers, Public Information Officer
 Cindy Barnhart, TSI
 Jeffrey Singletary, TSI
 Baylie Lane, TSI

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

PUBLIC COMMENT PERIOD

There being no citizens that wished to address the Committee, Chairman Harvey closed the Public Comment Period.

APPROVAL:

1. Minutes From April 6, 2017 Committee Meeting

Commissioner Adams made a motion seconded by Commissioner Ford to approve the Human Resources & Safety Committee Meeting from April 6, 2017. Motion carried 4-0-0.

DISCUSSION:

1. Personnel Funding FY 2017-18 – J. Donaghy

John Donaghy presented the proposed Budget Summary for FY 2017-18 to the Committee. He noted details of the original proposed Budget Summary, along with the revisions made by staff. John explained how the personnel costs were budgeted due to COLA, the CPI Index, hiring rates, and insurance cost estimates. There was further discussion concerning various personnel positions which were noted as either filled, already in existence to be filled, to be filled as new, or eliminated. The permanent Customer Service Representative position will eliminate a temporary position that has historically been filled by Express Temporary Personnel. On item

(3) it was noted that the 4 new positions in the Planning & Construction Department will not be paid for or budgeted in the rate structure increase, but those salaries will come out of, for example, fees developers pay for their projects, plans, etc. These new positions are required since there is currently not enough manpower in the Engineering/Planning & Construction Department for the Capital Improvements Projects which have been planned for in the Master Plan. Also discussed was that a Project Manager position (in house) would be more efficient and cost-effective than paying outside engineering firms to manage projects on a daily basis. While an outside engineer would only manage one project, an in house Project Manager would manage more than one project at the time. The Committee requested a detailed report and chart of all new positions, justification for, and where the funding comes from to support those salaries.

2. JWSC Claims History – J. Singletary

Jeffrey Singletary noted that there have been no additional new work related injuries. There has only been the one Workman's Compensation claim. The proposed training orientation program is still in the planning stage, and will be produced at the lowest cost possible. The Safety Council will be meeting next week, and this program will be discussed in more detail at that meeting.

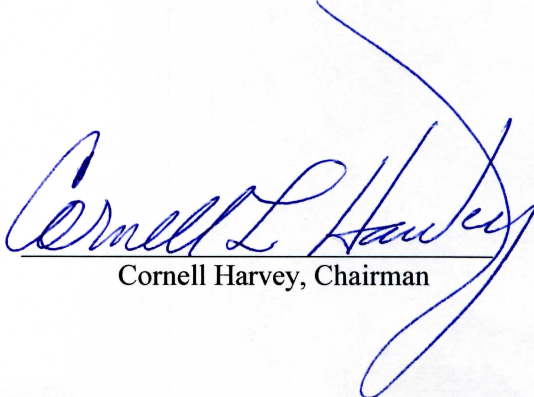
3. Recruiting and Termination Statistics – B. Lane

Baylie Lane discussed the Recruiting and Termination Statistics report with the Committee. She noted that there are currently 10 open employment positions. 548 total applications for various open employment positions have received for this calendar year. It was mentioned that the Backflow Inspector position and Backflow Compliance Coordinator positions needed to be removed from this report as they will be eliminated as discussed in John Donaghy's presentation. Calculation of the number of man hours budgeted and the number of man hours filled was requested to be provided.

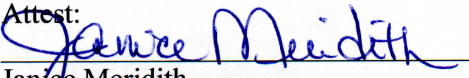
EXECUTIVE DIRECTOR'S UPDATE

There was no update at this time.

Meeting was adjourned at 10:45 am.



Cornell Harvey, Chairman

Attest:

Janice Meridith,
Executive Commission Administrator



Brunswick-Glynn County Joint Water & Sewer Commission
1703 Gloucester Street, Brunswick, GA 31520
Commission Meeting Room
Thursday, April 6, 2017 at 10:00 AM

HUMAN RESOURCES & SAFETY COMMITTEE MINUTES

PRESENT: **Cornell Harvey, Chairman**
 Cliff Adams, Commissioner
 Donald Elliott, Commissioner
 David Ford, Commissioner
 Jimmy Junkin, Executive Director

ALSO PRESENT: **Tom Boland, Sr., Deputy Director**
 John Donaghy, Chief Financial Officer
 Jay Sellers, Public Information Officer
 Cindy Barnhart, TSI
 Jeffrey Singletary, TSI
 Baylie Lane, TSI

Chairman Harvey called the meeting to order at 10:05 AM.

PUBLIC COMMENT PERIOD

There being no citizens that wished to address the Committee, Chairman Harvey closed the Public Comment Period.

APPROVAL:

1. Minutes From March 2, 2017 Committee Meeting

Commissioner Ford made a motion seconded by Commissioner Adams to approve the Human Resources & Safety Committee Meeting from March 2, 2017. Motion carried 4-0-0.

2. Proposed Amendments to the Evaluation & Compensation Policies & Procedures –

J. Donaghy

John Donaghy presented the proposed amendments to the evaluation form and compensation policies and procedures, of which the details were discussed in the previous Committee Meeting in March. As per request made by the Committee in March, John made a few revisions to the amendment and those changes were discussed. The proposed ratings of 1 through 5 (1 being lowest evaluation rating and 5 being the highest) remained unchanged. The purpose of this particular modification in the policies and procedures is to make the evaluation form more applicable to the specific position being evaluated, facilitate budgeting and keep the pay scales current with market conditions.

Commissioner Elliott made a motion seconded by Commissioner Adams that the Committee approve the proposed changes to the Evaluation and Compensation policies of the JWSC, subject to the policy language being reviewed by legal counsel, and that a wage adjustment of 2.5% be

implemented effective for the pay period beginning April 24, 2017, ending May 7, 2017, to be forwarded to the full Commission for approval.

3. Proposed Amendments to the Probationary Period & Paid Time Off Benefits –

J. Donaghy

John Donaghy presented the proposed amendments to the probationary period & paid time off benefits, which was also previously discussed at the March Committee Meeting. He noted the recommended revisions the Committee requested previously. This proposed amendment will change the probationary period from 6 months to 1 year. The proposal will also allow that when an employee begins employment, they are eligible to utilize 30 hours of paid vacation time and 30 hours of paid sick time, which equates to the time that would be earned over 8 pay periods. The employee would be allowed to take these hours in advance of earning them as necessary. Any time greater than these 30 hours would have to be taken as time without pay.

Commissioner Ford made a motion seconded by Commissioner Adams that the Committee approve the proposed changes to the Compensated Absences of the Personnel Policy of the JWSC, subject to the policy language being reviewed by legal counsel, to be forwarded to the full Commission for approval.

DISCUSSION:

1. Recruiting Statistics – B. Lane

Baylie Lane presented the recruiting statistics to the Committee. She noted that there were 4 positions added to those that are open for hiring since the last Committee meeting. Baylie also mentioned the various methods and sources of posting the open position for Deputy Director, and that she has sent 11 resumes to JWSC for review. Various positions were discussed that have been filled recently and the number of applicants for each. Baylie also explained how she accumulates and tracks the various data. Employee terminations were discussed with the Committee. Baylie was asked to provide the employee termination statistics since 2013 in the form of a chart by organizational department, authorized positions, the fill level on board, and reason for termination. A final point for discussion regarded open positions and the length of time for the process of filling those positions.

2. JWSC Claims History – J. Singletary

Jeffrey Singletary presented the JWSC Claims History and summary chart. The first chart was history of all worker's compensation injury claims costs incurred by policy year since 2012, total claims, and whether still open or closed. The second chart indicated the types of injuries, and how many of each was incurred by year from 2014 up to present. Jeffrey then presented a memo to the Committee offering Proposed Orientation Trainings. He suggested that a safety training orientation program be established with the plan for a series of training videos for new hires to watch during their first two days of employment. Then, after completing the training they would be allowed to go to the job site with their crew. The plan furthers for the new employees to shadow a supervisor or another experienced employee until the supervisor feels they have enough knowledge and understanding to be on their own. The intended purposes for this training are confidence in the crew along with lower injury and accident rates. Jeffrey then noted the different trainings that employees will receive upon orientation. The work related injury of "Caught Between" was discussed pertaining to the accident and how it had happened. The Committee requested that "Pinch Point" training be added to the list of new hire orientation

training. It was also discussed that employees would have annual training every year, especially specific to their job positions. There will also be assessments given after the training videos. The details of the plans, location for training, and actual training materials have not been finalized yet.

EXECUTIVE DIRECTOR’S UPDATE

Mr. Junkin noted that the search for a candidate to fill the position of Deputy Director is active.

Meeting was adjourned at 10:38 am.

Cornell Harvey, Chairman

Attest:

Janice Meridith,
Executive Commission Administrator

Brunswick-Glynn County Joint Water and Sewer Commission

Recruiting and Termination Statistics

Number of job announcements: 10 total as of 5/1/17

Number of job applications/resumes submitted: YTD – 548 total

Position	Date Posted	# of Applications
Deputy Executive Director	3/24/17	41
Administrative Coordinator WW TXT	3/27/17	36
Wastewater Maintenance Mechanic	3/22/17	6
Manhole Rehab Technician	2/3/17	17
Water Treatment Plant Operator III	1/30/17	14
Backflow Inspector	6/13/16	11
Backflow Compliance Coordinator	6/13/16	11
Utility Service Worker I	4/18/16	49
Equipment Operator	5/1/17	25
Accounts Payable Coordinator	4/11/17	15

All positions are posted on the BGJWSC website, Teamwork Services, Inc. website, and in the Golden Isles News (online and print).

Employee Referrals: YTD – 61

Termination Reasons Spreadsheet (detailed spreadsheet attached):

- Violation of Company Policy (30)
- Quit – Personal Reasons (16)
- Resigned (6)
- Retired (6)
- No Call No Show (5)
- Failure to Return from LOA (3)
- Other Job (2)
- Quit – Reason Unknown (2)
- Deceased (1)
- Never Worked (1)
- Poor Work Performance (1)
- Position Eliminated (1)
- Quit Without Notice – Personal Reasons (1)
- Unable to Work (1)

Employment Offers:

- Utility Service Worker – Candidate declined offer. Stated that he had “a better job offer elsewhere.”
- Equipment Operator – Failed pre-employment screening. Job offer was rescinded.

Brunswick-Glynn County Joint Water and Sewer Commission
Termination Reasons (1/01/14 - 4/30/17)

DEPARTMENT NAME	LAST TERM DATE	LENGTH OF SERVICE
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VIOLATION OF COMPANY POLICY

DIRECTOR 1320	1/26/2016	1 years, 11 months
DIRECTOR 1320	7/9/2014	12 years, 2 months
FINANCE 1510	1/13/2014	11 years, 1 months
SYSTEMS P&M 4331	3/20/2015	2 years, 9 months
SYSTEMS P&M 4331	12/5/2014	3 years, 2 months
SYSTEMS P&M 4331	12/5/2014	25 days
SYSTEMS P&M 4331	8/6/2014	2 years, 11 months
SYSTEMS P&M 4331	12/5/2014	6 years, 3 months
SYSTEMS P&M 4331	10/22/2014	3 years, 6 months
SYSTEMS P&M 4331	8/16/2016	4 months
SYSTEMS P&M 4331	9/22/2015	14 days
SYSTEMS P&M 4331	7/6/2015	4 months
SYSTEMS P&M 4331	3/20/2015	4 years, 6 months
SYSTEMS P&M 4331	10/24/2014	3 years, 1 months
SYSTEMS P&M 4331	5/13/2014	1 years, 8 months
SYSTEMS P&M 4331	12/22/2015	3 months
SYSTEMS P&M 4331	7/20/2015	4 years, 10 months
SYSTEMS P&M 4331	4/23/2015	4 months
SYSTEMS P&M 4331	5/1/2014	7 years, 4 months
SYSTEMS P&M 4331	5/1/2014	8 months
SYSTEMS P&M 4331	4/4/2014	10 months
SYSTEMS P&M 4331	1/20/2015	6 years, 6 months
WATER DISTRIBUTION 4440	12/6/2016	1 month
WATER DISTRIBUTION 4440	2/4/2016	2 months
WATER DISTRIBUTION 4440	6/12/2015	3 years, 8 months
WATER DISTRIBUTION 4440	3/31/2015	2 years, 5 months
WATER DISTRIBUTION 4440	1/10/2014	4 years, 10 months
WATER DISTRIBUTION 4440	12/29/2014	26 days
WATER DISTRIBUTION 4440	5/22/2015	1 month
WATER PRODUCTION 4430	3/5/2014	13 years

QUIT - PERSONAL REASONS

DIRECTOR 1320	1/18/2017	1 years, 3 months
FINANCE 1510	6/24/2016	7 years, 10 months
FINANCE 1510	4/10/2015	5 months
FINANCE 1510	1/2/2015	13 years, 3 months
PLANNING 1520	3/10/2017	3 years, 8 months
PLANNING 1520	10/15/2015	2 years, 3 months
PURCHASING 1530	5/8/2015	9 months
SYSTEMS P&M 4331	5/29/2015	10 years, 5 months
SYSTEMS P&M 4331	2/20/2015	1 months
SYSTEMS P&M 4331	10/11/2016	1 years, 4 months
SYSTEMS P&M 4331	6/14/2015	2 years, 9 months

Brunswick-Glynn County Joint Water and Sewer Commission
Termination Reasons (1/01/14 - 4/30/17)

DEPARTMENT NAME	LAST TERM DATE	LENGTH OF SERVICE
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QUIT - PERSONAL REASONS (continued)

WASTEWATER T'MENT 4335	10/30/2015	9 months
WASTEWATER T'MENT 4335	10/20/2014	6 years, 2 months
WATER DISTRIBUTION 4440	6/30/2015	3 months
WATER DISTRIBUTION 4440	4/16/2015	3 days
WATER DISTRIBUTION 4440	3/28/2014	5 months

RESIGNED

FINANCE 1510	12/28/2015	29 years, 4 months
FINANCE 1510	8/25/2014	8 years, 9 months
SYSTEMS P&M 4331	4/14/2017	2 years, 2 months
SYSTEMS P&M 4331	3/28/2014	7 years, 6 months
WASTEWATER T'MENT 4335	8/26/2014	6 years
WATER PRODUCTION 4430	4/25/2016	2 years

RETIRED

DIRECTOR 1320	5/30/2014	8 years, 11 months
FINANCE 1510	1/30/2015	16 years
PLANNING 1520	12/17/2014	8 months
WASTEWATER T'MENT 4335	2/17/2017	10 years
WATER DISTRIBUTION 4440	7/28/2014	6 years, 9 months
WATER DISTRIBUTION 4440	2/1/2014	30 years, 1 months

NO CALL NO SHOW

SYSTEMS P&M 4331	3/4/2015	N/A
WASTEWATER T'MENT 4335	4/30/2016	11 months
WASTEWATER T'MENT 4335	12/17/2015	8 years, 11 months
WATER DISTRIBUTION 4440	2/28/2017	1 day
WATER DISTRIBUTION 4440	8/23/2016	2 months

FAILURE TO RETURN FROM LOA

SYSTEMS P&M 4331	2/1/2014	2 years, 4 months
SYSTEMS P&M 4331	4/21/2016	22 years, 7 months
WASTEWATER T'MENT 4335	3/11/2016	10 years, 2 months

OTHER JOB

PLANNING 1520	9/2/2016	4 years, 1 months
SYSTEMS P&M 4331	7/11/2014	4 months

QUIT - REASON UNKNOWN

WASTEWATER T'MENT 4335	3/11/2016	5 years, 4 months
WASTEWATER T'MENT 4335	3/11/2016	3 years, 10 months

Brunswick-Glynn County Joint Water and Sewer Commission
Termination Reasons (1/01/14 - 4/30/17)

DEPARTMENT NAME	LAST TERM DATE	LENGTH OF SERVICE
DECEASED		
SYSTEMS P&M 4331	12/17/2014	1 years, 8 months
NEVER WORKED		
PURCHASING 1530	7/20/2015	N/A
POOK WORK PERFORMANCE		
WATER DISTRIBUTION 4440	12/15/2015	5 months
POSITION ELIMINATED		
SYSTEMS P&M 4331	6/30/2014	1 years, 7 months
QUIT WITHOUT NOTICE - PERSONAL REASONS		
WATER DISTRIBUTION 4440	9/30/2016	2 years, 1 months
UNABLE TO WORK		
WASTEWATER T'MENT 4335	3/14/2017	10 months