



**Brunswick-Glynn County Joint Water and Sewer Commission**  
**1703 Gloucester Street, Brunswick, GA 31520**  
**Thursday June 1, 2017 10:00 AM**  
**Commission Meeting Room**

## **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**  
**Baylie Lane, 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 May 4, 2017 Human Resources & Safety Committee Meeting** (*subject to any necessary changes*)

### **DISCUSSION**

- 1. Positions Changes for FY2017-18 – J. Donaghy**
- 2. 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, June 1, 2017 at 10:00 AM**

## **HUMAN RESOURCES & SAFETY COMMITTEE MINUTES**

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

**ALSO PRESENT:**       **John Donaghy, Chief Financial Officer**  
                                  **Pam Crosby, Director of Procurement**  
                                  **Todd Kline, Senior Engineer**  
                                  **Jay Sellers, Public Information Officer**  
                                  **Cindy Barnhart, 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 May 4, 2017 Human Resources & Safety Committee Meeting**  
Commissioner Ford made a motion seconded by Commissioner Elliott to approve the Human Resources & Safety Committee Meeting from May 4, 2017. Motion carried 3-0-1.  
(Commissioner Adams was delayed and absent at the time of vote.)

### **DISCUSSION:**

**1. Position Changes for FY2017-18 – J. Donaghy**  
John Donaghy presented the recommended personnel changes to the Committee, and referenced the document provided for their review of those positions proposed to be added and deleted for the upcoming budgeted Fiscal Year. He also noted that the job description and the costs for those positions were included on the document. The costs provided are the fully burdened costs, which include the base salary, social security (FICA), Medicare, worker's compensation, and group insurance premiums at the maximum costs. For budgeting purposes, the position costs noted were all for an annual amount, except for the Director of Operations, which was only budgeted for the fourth quarter of the upcoming Fiscal Year. It was noted that the Director of

Operations position was not approved as of yet, however that position has been included in the budget in the case that all approvals are given and the position is hired. Mr. Donaghy continued to explain the footnote on page 2 of the document indicating that the proposed positions for the Planning & Construction Division will be funded by developers' fees that will be charged, or they will be capitalized against construction projects (and not from the operating budget or rate payers' fees). An example provided was that the Project Manager position would be funded by developers' fees when they want this person to manage a project or provide services for them, but when this person is providing in-house services and managing an in-house project, then the monies for this salary come from the project funding. Another position mentioned by Mr. Junkin was the Hydraulic Modeling Tech, and that this position is needed for JWSC to have a means of verifying the impacts of new developments on the infrastructure and systems. There was added discussion by the Committee regarding the modeling software and training that was originally purchased and paid for. The training was never developed to the needs as they are now. It was noted that this training was intended to have been a part of the Master Plan and provided by Four Waters Engineering. There was further discussion regarding the funding for the 3 new positions for the Planning & Construction Division, as well as notations of the other positions proposed. Chairman Harvey asked Mr. Junkin to provide some information as to the need for the position of Director of Operations. Mr. Junkin explained that there are plans to bring the operations together into a consolidated location with the benefit of looking at opportunities for finding efficiencies and better effectiveness to share resources and utilize them in a more effective way including all of the support services and equipment, and to provide a consolidated outlook there. This position would provide better asset management and help JWSC to become more proactive while looking at the big picture of the operations, with the intent of increasing productivity and reduce overtime required by operations personnel. This is intended to be a decision making, hands on operations position for coordination of personnel, inventory, equipment and requirements. After continued discussion, it was agreed that the 3 Planning & Construction positions (funded by developers' fees) along with the 2 Finance positions and the 2 Systems Pumping & Maintenance positions would be approved with the budget approval. The discussion of the position of Director of Operations will be continued by the Committee at the next meeting.

## **2. Recruiting and Termination Statistics – C. Barnhart**

Cindy Barnhart discussed the Recruiting and Termination Statistics report with the Committee. She noted that currently, there were 7 positions advertised as of May 30<sup>th</sup>. Year to Date, the total number of job applicants and resumes received is 615. Ms. Barnhart continued and gave the breakdown of that total number. For the position of Deputy Executive Director there has been 43 candidates, Waste Water Maintenance Mechanic received 13, Manhole Rehab Technician received 26, Water Treatment Plant Operator III received 23, Utility Service Worker I received 61 (this position has been open the longest), Equipment Operator received 36, Accounts Payable Coordinator received 19 responses, and for Water Distribution Crew Leader received 7. She also noted that all open positions are advertised on the BGJWSC website, Teamwork Services Inc. website, and as per policy in the Golden Isles News, Thursday, Friday and Saturday (online and in print). Year to Date Employee Referrals from current employees are listed at 77. Since the last meeting there have been no new terminations. Ms. Barnhart then noted that an employment offer has been made to the Accounts Payable Coordinator. Out of the 19 candidates, 6 were interviewed, and the new hire is to start on June 5<sup>th</sup>. There was further discussion regarding the timeframes of receiving applications, forwarding them to the hiring managers, and then responses being returned to Teamwork Services for the hiring process.

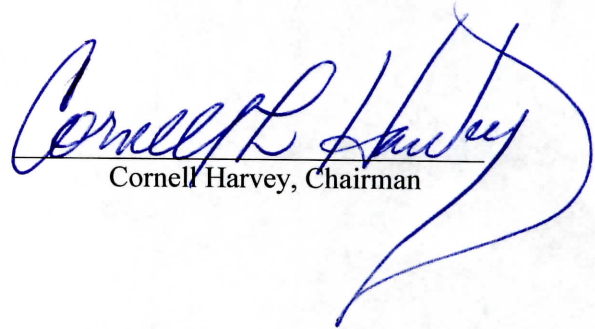
**EXECUTIVE DIRECTOR'S UPDATE**


Mr. Junkin advised that he has been searching for the right candidate for the Deputy Director's position. There are about 10 candidates that he is reviewing at the time, with hopes of being able to have in-person interviews and get that person on-board soon. There was some additional discussion regarding this open position and why it has been a challenge locating the right candidate.

Chairman Harvey mentioned that he would like to have the Education Policy on the agenda for the next meeting for close review, and that he also wanted to discuss the benefits package further with Teamwork Services, regarding what is being offered to the employees.

Final discussion returned to the subject of the Hydraulic Modeling and training. Mr. Junkin asked Todd Kline if JWSC has utilized training on the Gems Hydraulic Software package, and if there has been any training by Four Waters. Mr. Kline responded that there has been no full training yet. He was asked how long the contract would last. He indicated that until all services are rendered, but that he would review the agreement to see if there was a final date. Jay Sellers added that 2 of the engineers from Four Waters did do some basic training with himself and 2 other staff members, but that it was not the complete training regarding how to do a whole analysis. He further indicated that there was intent for Four Waters to return when the system was ready to use on a daily basis for a full training session.

Meeting was adjourned at 11:07 am.

  
Cornell Harvey, Chairman

Attest:  
  
Janice Meredith,  
Executive Commission Administrator

Brunswick-Glynn County Joint Water and Sewer Commission

Job Titles	Cost
<p><b><u>Office of the Director -Director of Operations</u></b>            Budgeted for the last quarter of the fiscal year</p> <p>The Director of Operations position is necessary to provide the direct coordination of all water and sewer operational functions to gain efficiencies. This position will narrow the Executive Director's direct reports from 11 to 7 - more in line with the 6 considered optimal by various entities such as Harvard Business Review. This position will provide guidance and structure for the consolidation of operations and the related asset Management/ computer maintenance management software needs. Through observations and data analysis of the asset management info collected in the CMMS, this person will optimize crew capabilities. This includes higher productivity and reduced costs through better training and more flexible work force, improved resource allocation, combining crews in some cases, and improved scheduling of work. This will also lead to more efficient management of material inventories. Significant cost savings into six figures can be anticipated through overtime reduction, resource sharing, effective training and equipment purchases.</p>	35,255
<p><b><u>Finance -CIS Analyst</u></b></p> <p>This position is necessary to provide support and coordinate the full implementation of the Innoprise Customer Information System across all areas in the finance department. It also provides succession planning for a key staff member who will be retiring in approximately 18 months. Should the retirement not take place the position will be eliminated.</p>	70,870
<p><b><u>Finance - Customer Service Rep (Net of Temporary Personnel)</u></b></p> <p>The JWSC has had a fifth CSR position, through a temporary service, for a number of years. Staff proposes to make this a permanent position. The cost budgeted is the increment over the cost of the temporary service</p>	31,821
<p><b><u>Planning &amp; Construction - Project Manager (1)</u></b></p> <p>This position is a high value investment given the current and future JWSC investment in Capital improvements. The project manager manager position will provide the primary oversight of both in-house and contracted infrastructure projects. Duties will include comprehensive aspects of project management to include assisting the Senior Engineer with bid document preparation, coordination with JWSC Procurement for bid advertisement/review/award. High focus as Owner advocate to ensure construction compliance with JWSC standards through coordination with JWSC Construction Inspection. Liaison between Owner, design engineer and contractor to review pay requests, change order requests and coordinate conflict resolution.</p>	86,434
<p><b><u>Planning &amp; Construction - Utility Inspector (1)</u></b></p> <p>Construction observation is critical to ensure quality and compliance in the best interest of the JWSC. The number of projects under construction is increasing, giving the current Staff limited attention to each project throughout Glynn County. An additional utility inspector is necessary due to the increased number of developments and residential buildings to assure that the construction standards of the JWSC are being adhered to.</p>	77,441
<p><b><u>Planning &amp; Construction - Hydraulic Modeling Tech (1)</u></b></p> <p>Real time knowledge of the JWSC system is critical. This position will be the lead staff member in the use of the water and sewer hydraulic modeling softwares utilized by the JWSC to maintain a current and accurate system representation. This will provide the JWSC with more timely and accurate data to determine availability of capacity, assist other divisions with operational decisions and for gaining efficiencies in rehabilitation or infrastructure expansion. This position will also provide redundancy and support to the GIS Staff members.</p>	89,738

**Systems Pumping & Maintenance - I & I Tech I**

68,062

This position will provide the wastewater system with an additional person to rotate with various other crews to provide coverage for vacations, illnesses, etc. This will enhance the ability to keep full crews available for assigned tasks.

**Systems Pumping & Maintenance - Electrician**

87,409

The JWSC currently spends in excess of \$175,000 for contracted electrical services on an as needed basis. The hiring of a full time electrician will provide a more predictable level of service as well as reducing costs. Contracted services will remain necessary but on a reduced scale.

**Deleted Positions**

Administrative Assistant

(65,537)

Backflow Compliance Coordinator

(65,537)

Backflow Administrative Coordinator

(65,537)

The administrative assistant position for water distribution is being eliminated due to the consolidation of functions

Net Operations Cost Impact

96,805

Planning & Construction

253,612

(1) Additional Planning & Construction staff will be funded by either third party charges or by capitalization as a component of the project cost. The operating budget nor user rates are not effected.

The cost of all positions includes wages and all statutory and optional costs for the position.

The highest cost group insurance premium of \$21,173 per year is budgeted. Actual premiums may be less.

# Brunswick-Glynn County Joint Water and Sewer Commission

## Recruiting and Termination Statistics

**Number of job announcements:** 7 total as of 5/30/17

**Number of job applications/resumes submitted:** YTD – 615 total

Position	Date Posted	# of Applications
Deputy Executive Director	3/24/17	43
Wastewater Maintenance Mechanic	3/22/17	13
Manhole Rehab Technician	2/3/17	26
Water Treatment Plant Operator III	1/30/17	23
Utility Service Worker I	4/18/16	61
Equipment Operator	5/1/17	36
Accounts Payable Coordinator	4/11/17	19
Water Distribution Crew Leader	5/9/17	7

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

**Employee Referrals:** YTD – 77

**Terminations:** No new terminations

**Employment Offers:**

Accounts Payable Coordinator – 19 applications were received for this position, and 6 candidates were interviewed. New hire is due to start 6/5/17.