



**Brunswick-Glynn County Joint Water and Sewer Commission**

**HUMAN RESOURCES COMMITTEE MEETING MINUTES**

**Third Floor Conference Room**

**Thursday June 4, 2015 at 10:00 AM**

**Present:**                    **John Cason, Chairman**  
                                  **Thomas Boland, Commissioner**  
                                  **Donald Elliott, Commissioner** (*in for Commissioner Booker*)  
                                  **Steve Swan, Executive Director**

**Absent:**                    **Allen Booker, Commissioner**

**Also Present:**         **John Donaghy, Chief Financial Officer**  
                                  **Jeffrey Singletary, Teamwork Services**

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

**ADOPT:**

Commissioner Boland made a motion and seconded by Commissioner Elliott to adopt the minutes of the May 7, 2015 Human Resources Committee Meeting. Motion carried 3-0-1.

**DISCUSSION:**

- 1. Bylaws Review:** Steve Swan asked Commissioner Cason if the committee could defer the Bylaws discussion until later. Commissioner Cason asked for a template to gauge the committees on and can therefore be completed in similar fashion.
- 2. Zenefits.com HR Benefits:** Commissioner Cason discussed looking into Zenefits.com as possibly something we can incorporate. It offers plenty of benefits we may not currently have.

**DIRECTOR'S UPDATE:**

1. **Sexual Harassment Class:** Steve updated the committee of the upcoming Sexual Harassment class scheduled for June 22<sup>nd</sup> and 23<sup>rd</sup>. This will take place in the new building.

2. **Drug Free Work Place:** Steve updated the committee and handed out the Drug Free Work Place Section 4.13 suggested changes. This policy will be reviewed by Legal Counsel and then to the full Commission. It was suggested that there be more discussion in 1:C as to wearing uniform and conduct in public. An employee acknowledgment or signature page was also suggested on the last page. A drug free class is provided each year for employees as well as a DFW monthly newsletter. These items allow insurance rates to be reduced.

**EXECUTIVE SESSION:**

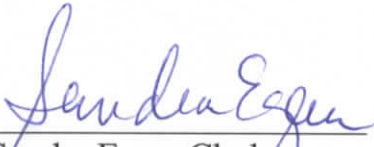
Commissioner Elliott made a motion seconded by Commissioner Boland to close the regular meeting and adjourn to executive session for personnel issues. Motion carried 3-0-1

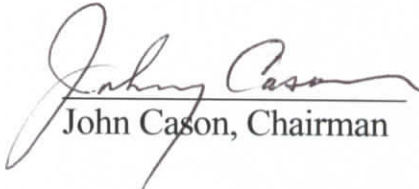
Commissioner Boland made a motion seconded by Commissioner Elliott to close the executive session and adjourn to the regular meeting. Motion carried 3-0-1.

Back in session – discussion only. No action taken.

There being no other business to bring before the Committee, the Chairman adjourned the meeting at 11:30.

The next Human Resources Committee meeting is scheduled July 2, 2015 @ 10 AM in the new building at 1703 Gloucester Street.

Attest:   
Sandra Egan, Clerk

  
John Cason, Chairman