

MEETING REPORT
HUMAN RESOURCES COMMITTEE
THURSDAY, FEBRUARY 25, 2010
2:00 P.M.

Directors: Barbara Balen
Delbert Rotelli

Staff: Pete Kampa
Sheri Barnett
Leonard Mauro
John Barnhart
Casey Prunchak

Discussion Regarding Upcoming Union Negotiations

Pete Kampa reported that on November 17, 2009, the Board held a closed session during which the District's negotiation team discussed the terms and conditions the proposed 2010 Union MOU and various employment costs. Mr. Kampa indicated that management staff has been preparing the remaining information requested by the Board and a follow up closed session has been scheduled for March 1, 2010 at 8:00 a.m.

Discussion ensued on the four available health insurance options including existing carrier CalPERS, Association of California Water Agencies (ACWA), Special District Risk Management Authority (SDRMA), and WSP Corporate Benefits & Insurance Services.

Pete Kampa reported that District staff received a rate quote for bargaining services from Liebert Cassidy Whitmore, a legal firm that the District uses for labor law related issues. Mr. Kampa suggested that the District utilize the outside negotiation services of Liebert Cassidy Whitmore for an hourly rate of \$220.

It was the consensus of the Committee to recommend the negotiation services of Liebert Cassidy Whitmore and continue future discussions in closed session during the Special Board meeting on March 1, 2010.

Discussion on Creating and Implementing a Leadership and Mentoring Program

Pete Kampa reported that as part of our succession planning activities as directed in the Strategic Plan, management staff is proposing to develop "Leadership TUD"; a program to rapidly and efficiently provide current and future employees the knowledge, skills and abilities to advance to positions of leadership within TUD. This program will be integral to our succession plan. Part of this process will be the development of a mentoring program, noting that the program will be available to all employees interested in advancement to supervisory positions, seeking advance technical skills, and those proposing to enter management. Mr. Kampa explained that the program curriculum will be developed by TUD management and employees at all levels with specific experience and expertise in the core knowledge areas necessary for successful implementation of the program.

District staff and Committee members reviewed a draft leadership academy program overview.

It was suggested that District staff develop additional information relating to elements of our strategic plan and mission statement prior to further review by the Committee.

Review Draft of Updated Employee Handbook

Sheri Barnett requested that this item be removed from the agenda, noting that District staff needs additional time to incorporate with the District's existing Personnel Policy.

Review Options and Approaches to the General Manager's Performance Review Process

Director Balen reported that earlier in the month she met with Sheri Barnett and Leonard Mauro to review options and alternatives for the management staff to evaluate the General Manager's performance. Director Balen explained that it was recommended that the management staff collectively evaluate the General Manager with the consensus of one voice.

Pete Kampa indicated that a policy statement will be developed by District staff outlining the evaluation process for the General Manager from his management staff. It was suggested that the executive secretary be included in this process due to their working relationship. It was further suggested that the policy statement be reviewed and considered by the Board at a future Board meeting.

Discussion on Deficiencies in the Finance Department and Potential Solutions to Facilitate Meeting Critical Needs

John Barnhart reported that due to possible retirement and health issues in the Finance Department, it is in critical need for an additional employee in order to continue the technical financing on a daily basis in the department.

It was the consensus of the Committee that due to the continued succession planning (cross over training), three vacant positions in the District, and the funding available, consider hiring a full time Accounting Assistant.