

LEUCADIA WASTEWATER DISTRICT
Minutes of a Human Resources Committee Meeting
February 28, 2023

A meeting of the Human Resources Committee (HRC) of the Leucadia Wastewater District (LWD) was held Tuesday, February 28, 2023 at 3:00 p.m., via video conference.

1. Call to Order

Director Roesink called the meeting to order at 3:04 p.m.

2. Roll Call

DIRECTORS PRESENT: Roesink

DIRECTORS ABSENT: Hanson

OTHERS PRESENT: General Manager Paul Bushee, Director of Finance and Administration Ryan Green, Administrative Services Supervisor Trisha Hill, and Executive Assistant Tianne Baity

3. Public Comment

None.

4. Annual Review of the Board-General Manager/Staff Relations Policy – Adopt Resolution No. 2394

DFA Green presented the item stating the policy calls for an annual review. He stated staff has reviewed the policy and is recommending minor administrative revisions to the policy relating to staff title changes since the policy's last review.

Since the changes to the policy were minimal, staff suggested that this item be added to the Consent Calendar in the March Board Agenda. The HRC agreed.

Following discussion, the HRC concurred with staff to recommend that the Board of Directors adopt Resolution No. 2394 – Annual Review of the Board-General Manager/Staff Relations Policy.

5. Amending the Human Resources Policy Manual - Adopt Resolution No. 2393

ADS Hill presented background information on the item. She stated that the proposed changes to the HRPM are related to several federal and state laws, and includes revisions that align with current procedures, along with clerical and formatting updates. Staff has updated the policy to reflect employment law updates that are applicable to the District. She then summarized the major changes to the HRPM including:

- Section 3 - General Employment Policies; and
- Section 10 - Leave of Absence

ADS Hill also noted that minor changes were made to improve clarity and correct grammatical spelling and format inconsistencies.

Following discussion, the HRC agreed with staff to recommend that the Board of Directors Adopt Resolution No. 2393 – Amending the HRPM.

Director Hanson entered the meeting at 3:19 p.m.

6. Information Items

None.

7. Directors' Comments

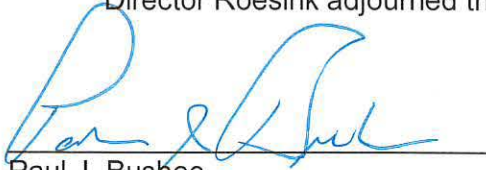
None.

8. General Manager's Comments

None.

9. Adjournment

Director Roesink adjourned the meeting at 3:26 p.m.



Paul J. Bushee
Secretary/General Manager
(Seal)