

HUMAN RESOURCES COMMITTEE

MINUTES

Thursday December 12, 2024

A meeting of the Human Resource Committee was held on Thursday, December 12, 2024, at 9:00 a.m. at the District office.

Chairman Hamel announced a quorum was present.

COMMITTEE MEMBERS PRESENT:

Alan Hamel - Chairman, Ann Nichols – Vice-Chairman, Tom Goodwin, Bill Long, and Leann Noga.

COMMITTEE MEMBERS ABSENT AND EXCUSED:

Dallas May

OTHERS PRESENT:

District Staff: Seth Clayton, Greg Felt, and Pat Edelman (remote), SECWCD Board of Directors; Michelle Tocydlowski, Administrative Manager.

APPROVAL OF MINUTES:

Chairman Hamel confirmed that members of the Committee received their copy of the January 29, 2024, and February 15, 2024, minutes and asked if there were any corrections or additions. Mr. Goodwin moved, seconded by Mr. Long, to approve the minutes. Motion unanimously carried.

PRESENTATION:

None

ACTION ITEMS:

None

INFORMATOINAL ITEMS:

Organizational Chart Discussion

Mrs. Noga presented a revised District organizational chart to the Committee. A discussion was held, and a revision was requested for the legal division to report to the Board and Executive Director.

2025 Salary and Benefits Survey Discussion

Mrs. Noga explained that the District would be conducting a Salary and Benefits Survey to be completed by a third party contractor in 2025. She explained that staff would be working on updating job descriptions and using the framework of the revised organizational chart to prepare for the request for proposal process.

2025 Personnel Handbook Policy Amendments Discussion

Mrs. Noga explained to the Committee that in 2025 the Personnel Policy Handbook would be reviewed and revised to reflect current laws and regulations. She disclosed that there were a few policies that are suggested to be revised prior to the full review of the handbook. She disclosed that at the next Committee meeting she would bring new or revised policies including ethics policy, employee outside employment disclosure policy, vacation and sick accrual policy, remote work and data use policy, and cell phone policy. A short discussion was held regarding the policies.

EXECUTIVE SESSION:

None

OTHER BUSINESS:

None

NEXT MEETING

The next meeting is scheduled for January 7, 2025, at 10:00am at the District Office.

ADJOURN

Chairman Hamel adjourned the meeting at 9:51 a.m.

Respectfully Submitted,
Michelle Tocydlowski
Administrative Manager