



NORTH TEXAS MUNICIPAL WATER DISTRICT

**501 E. Brown Street • Wylie, Texas 75098
(972) 442-5405**

PERSONNEL COMMITTEE MEETING MINUTES JANUARY 8, 2025

The Presiding Officer will be present at the meeting location, the NTMWD Administrative Offices, 501 E. Brown Street, Wylie, Texas 75098, with two-way video and audio communication between Board members participating by videoconference, establishing a quorum. The public may attend the meeting in person at the meeting location. Audio and video of Board members participating by videoconference will be visible to members of the public in attendance at the meeting location. The meeting will be recorded, and the audio recording will be available on the NTMWD website after the meeting.

Members of the public wishing to listen to live audio from the meeting may do so by calling in at (469) 210-7159 or toll free (844) 621-3956 and entering the following access code: 928 587 040. Please note this line will not provide for two-way communication and public comment at the meeting must be made in person at the meeting location.

I. CALL TO ORDER

Chair Randy Roland served as Presiding Officer and called the meeting to order at approximately 3:00 p.m. on Wednesday, January 8, 2025.

The following Personnel Committee members were present.

Personnel Committee Members		
1	Randy Roland, Chair	In Person
2	Phil Dyer, Vice Chair	Remote
3	Blair Johnson	Remote
4	James Kerr	Remote
5	Jack May	Remote
6	Keith Stephens	Remote
7	Ray Stephens	Remote

Other Directors were in attendance along with Executive Director Jenna Covington and members of the NTMWD management team.

The following consultants participated by video conference:

- Lauren Kalisek – Lloyd Gosselink Rochelle & Townsend

II. PUBLIC COMMENTS

Members, customers, and the public were invited to participate during the public comment period of the meeting. Before the start of the meeting, speakers completed and submitted a "Public Comment Registration Form." During this portion of the meeting, speakers were recognized by name and asked to provide their comments. The time limit was three (3) minutes per speaker, not to exceed a total of thirty (30) minutes for all speakers. Texas Open Meetings Act prohibits the Committee from discussing items not listed in the agenda. However, Committee Members may respond with factual or policy information.

There were no requests for public comments.

III. OPENING REMARKS

- A. Chair/Executive Director/Committee Champion Status Report concerning legislation and regulatory matters, budgets, current projects and ongoing programs of the District

Assistant General Manager Jeanne Chipperfield reviewed that the newly created Retirement Plan Committee held its first meeting in December. She provided a review of actions and studies to be undertaken by that committee in the future.

IV. ACTION ITEMS

- A. Consider approval of Personnel Committee meeting minutes – October 9, 2024

Upon a motion by Director Jack May and a second by Director Phil Dyer, the Personnel Committee voted unanimously to approve the meeting minutes for October 9, 2024.

V. DISCUSSION ITEMS

- A. Overview of Human Resources Department and Strategic Plan Initiatives

Director of Human Resources Ike Obi provided an overview of the HR Department's roles and activities and the management personnel who oversee those activities. He also reviewed the FY25 budget and the Department's Strategic Plan Initiatives.

Shannon Sauceman, HR Manager, provided an overview of employment relations, policies, and highlights for the past year. Data presented included the number of new hires, promotions, transfers, retirements, and departures. She advised that the turnover rate in FY24 was 14.4 percent, which is lower than some other industries. Ms. Sauceman provided an overview and activities related to Recruitment Initiative 4.1.3.

Kristie Mixon, HR Manager, reviewed compensation highlights and benefits. Strategic Plan Initiatives 4.3.1, 4.2.2 and 4.4.3 were reviewed. She provided information regarding the number of employees enrolled in the various health

benefits available. Ms. Mixon also explained the new HRIS (Human Resources Information System) and how it will transform and modernize the District's Enterprise System under Strategic Initiative 2.3.1. An implementation schedule for HRIS was reviewed.

Leslie Cloer, Training and Development Manager, reviewed activities related to Strategic Plan Initiatives 4.1.1 and 4.1.4. She provided an overview of the various training received by employees, including managers and supervisors.

Mr. Obi spoke briefly regarding the recent policy reviews and compensation study.

Questions from various Committee Members were discussed.

B. Results of Employee Engagement Survey

Executive Director Jenna Covington presented this item to the Committee. She advised that this is the first formal employee engagement survey for the District that she is aware of. She reviewed the District's Core Values: Integrity, Trust, Respect, Unity, Safety, and Teamwork. The purpose of the survey was to provide an opportunity for all employees to voice their opinions; identify where the District is doing well and where it needs to improve; and improve the overall business performance and create a more productive workplace culture. Executive Director Covington added that the survey is part of the District's strategic plan objective to foster engagement to enhance the employee experience.

The methodology on how the survey was conducted was reviewed. The response rate was 70 percent, with nearly 4,000 comments provided by employees. There were 18 subject areas included. The District results were in general alignment with other similarly sized organizations.

Executive Director Covington provided an overview of areas that will be targeted for improvement. In response, a list of immediate actions for 2025 were provided as follows:

- Instituting quarterly all-employee town hall meetings
- Increasing in-person touchpoints with executive leadership and employees across the District
- Adding an anonymous, digital suggestion box to our confidential employee hotline reporting service
- Developing a Q&A feature for our Sharepoint intranet where all employees can ask questions that are answered for all to see
- Committing to the next employee engagement survey in early 2026

Ongoing strategic initiatives will include growth and development, compensation and benefits, and information and communication. Actions relative to each were reviewed. Executive Director Covington also stated that an employee Workgroup will be created to focus on collaboration and information sharing. The group will make recommendations for improvements and present them to the executive team for discussion and implementation. The executive team and workgroup will report on progress at upcoming town hall meetings.

Several directors offered positive remarks regarding the survey and efforts going forward.

- C. Opportunity for Committee members to provide feedback on the Personnel Committee meeting or request potential future agenda items

There were no comments and no requests for potential future agenda items.

VI. ADJOURNMENT

There being no further business, the meeting adjourned at 4:24 p.m.

APPROVED:



RANDY ROLAND
Chair