



NORTH TEXAS MUNICIPAL WATER DISTRICT

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POLICY COMMITTEE MEETING MINUTES FEBRUARY 10, 2021

In accordance with the COVID-19 public health threat and the related March 16, 2020, action by the Office of the Governor, temporarily suspending certain provisions of the Texas Open Meetings Act, NTMWD will hold its meeting by telephonic conference call.

In lieu of physical attendance of the meeting, the public may teleconference in to the Policy Committee meeting by calling toll free (1) (844)-621-3956 and entering the following access code: 928 587 040. Members of the public wishing to make public comment during the meeting should follow the instructions for on-line registration listed under Item II. below no later than the start time of the meeting. The meeting will be recorded and the audio recording will be available on the NTMWD website after the meeting.

I. CALL TO ORDER

Chairman Larry Parks called the meeting of the North Texas Municipal Water District (NTMWD) Policy Committee to order at approximately 1:01 p.m. on Wednesday, February 10, 2021. The meeting was held by teleconference. He provided general information on how the meeting would be conducted.

Policy Committee members present included Chairman Larry Parks, Directors Jack May, Richard Peasley, Blair Johnson, Phil Dyer, Chip Imrie, and Marvin Fuller. Director George Crump was absent. A quorum of the Policy Committee was present. Any references to unanimous votes refer to a unanimous vote of the Committee members present.

Members of the Executive Committee were present as well as other Board members. Lauren Kalisek and Sheila Gladstone with Lloyd Gosselink Rochelle & Townsend were present. Interim Executive Director Rodney Rhoades along with other members of the NTMWD management team were also in attendance.

II. PUBLIC COMMENTS (FOR TELECONFERENCE COMMITTEE MEETINGS ONLY)

INSTRUCTIONS FOR PUBLIC COMMENT ON-LINE REGISTRATION: Prior to the start of the Policy Committee meeting, members of the public wishing to provide public comment must submit via email to PublicRelations.Info@ntmwd.com their first and last name, organization, comment topic, mailing address and email address. During the public comment portion of the meeting, speakers will be recognized by name and asked to provide their comments. The time limit is five (5) minutes per speaker, not to exceed a total of thirty (30) minutes for all speakers. The Committee may not discuss these items, but may respond with factual or policy information. Public comment is provided for committee meetings held by teleconference during the COVID-19 health threat to confirm the opportunity for two-way communication with the public during the meeting.

There were no public comments.

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III. OPENING REMARKS

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

President Parks expressed his appreciation to all Committee Chairs for conducting effective meetings.

IV. ACTION ITEMS

- A. Consider approval of Policy Committee meeting minutes – June 17, 2020

Upon a motion by Director Phil Dyer and a second by Director Blair Johnson, the Policy Committee voted unanimously to approve the June 17, 2020 Policy Committee minutes as presented.

- B. Review and possible action on amendment to the Personnel Policies Manual, Section 2.20 Telework Arrangements

Brian Brooks, Interim Assistant Deputy presented this item. He provided background on the proposed telework policy. He explained that due to the pandemic measures were taken that allowed work to continue remotely for some employees and advised that the steps taken to facilitate working from home can be utilized after the COVID restrictions are lifted. Mr. Brooks advised that the District has not seen a reduction in productivity, performance, or coordination with employees working from home during the pandemic.

Mr. Brooks advised that the proposed telework policy will benefit the District by codifying expectations of teleworkers and establishing accountability for performance. It will allow employees to work in all conditions and not expend leave. In the future it is expected that space management in the office areas will improve. For the employees, teleworking will help to improve their work-life balance and allow employees to work uninterrupted on tasks and projects.

Mr. Brooks explained that there will be two categories for Telework as follows:

Situational Telework

- Occurs on an occasional, non-routine basis. May be used when:
 - The regular worksite is closed due emergency situations;
 - An employee is recovering from an injury or illness;
 - As a result of special work assignments and travel;
 - Includes "unscheduled telework," which refers to telework that occurs on day(s) teleworker was not scheduled in advance to telework.

Core Telework

- Also known as "regular telework"
- Occurs on a routine and recurring basis on one or more days per pay period;
- Will occur no more than two days per week and four days per pay period;
- If an employee has an ongoing situation that requires or can be accommodated by increased telework, this must be approved by a Deputy Director.

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Mr. Brooks reviewed eligibility requirements for telework as follows:

- All employees occupying telework eligible positions will be required to have a situational telework agreement.
- Core telework participation is not an employee entitlement or right.
- A determination of eligibility is made toward both the position and the employee holding the position.
- Employees are eligible for core telework if they occupy a telework-eligible position, have completed their first 6 months of employment successfully and have demonstrated work habits suited to telework, as determined by their supervisor and line management.
- Employees are not eligible if they are under a Performance Improvement Plan. Special circumstances particular to an employee or the duties of their position may limit an employee's ability to telework on either a temporary or permanent basis.

Mr. Brooks advised that performance standards and performance management practices are the same as for those who do not telework. The NTMWD Personnel Policies Manual applies to employees while they are on duty, regardless of their worksite, and all requirements, prohibitions, expectations and rights stated therein continue to apply to teleworking employees. Mr. Brooks advised that teleworkers must be available to their coworkers, supervisor, customers and other stakeholders just as if they were at their official worksite. Teleworkers in positions with emergency response duties must be able to report to the emergency operations center or other emergency response location within two hours of being notified that an emergency situation exists. Work hours will align with the District's core hours. It was noted that telework is not a substitute for sick leave. It can be used to provide reasonable accommodation for employees.

Mr. Brooks advised that Committee members should have received a copy of the proposed policy. He noted that in the second paragraph of the policy there is a reference to Administrative Directive No. 46. He advised that the goal was to keep the policy general and supplement it with Administrative Directives that will provide specifics and allow adjustments more easily. It was noted that the Administrative Directive that was adopted in November 2020 will be reissued for adoption by the Board.

Director Marvin Fuller inquired how employees working from home will take phone calls. Mr. Brooks responded that whether a call is transferred internally to an office or is received directly in an office, the office phones are forwarded to the remote worker's cell phone. Director Fuller also inquired about overtime and comp time. Mr. Brooks responded that is the same and would be approved in advance by a supervisor.

Director Chip Imrie remarked that the Personnel Committee discussed that some people are more productive at home while others may not. He expressed that supervisors would need to use their best judgement. Director Richard Peasley remarked that this policy may be most challenging for mid-level managers. Mr. Brooks responded that training will be provided for those involved.

In response to Director Phil Dyer's question, Interim Executive Director Rodney Rhoades advised that in the future there may be an opportunity to expand the teleworker

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program as such to allow shared office space and possibly reduce the space needed for additional employees.

President Parks inquired what has been the most challenging during the teleworking that has been done so far. Mr. Brooks responded it was the technology required. He expressed appreciation to Assistant Deputy Jim Shirley and the IT Department for all they have done to make teleworking successful. He also thanked David Kelly for helping draft the proposed policy.

Attorney Sheila Gladstone added that employees must realize this program will be a privilege and not a right. It was noted that all policies of the District still apply to all employees regardless of what their workspace will be.

Director Phil Dyer expressed that he has an overall concern about the program and prefers to have people in the office, however advised he will support the effort.

Upon a motion by Director Phil Dyer and a second by Director Chip Imrie to recommend amending the Personnel Policies Manual, Section 2.20 Telework Arrangements as described by staff, the Policy Committee voted unanimously to approve.

V. DISCUSSION ITEMS

- A. Opportunity for Committee members to provide feedback on Policy Committee meeting

There were no follow up comments.

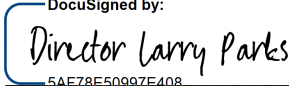
- B. Opportunity for Committee members to request potential future agenda items
(No substantive discussion of items will take place at this time)

Director Dyer confirmed with President Parks that the Policy Committee will discuss the role of the Executive Committee at a future meeting.

VI. ADJOURNMENT

The meeting adjourned at approximately 1:35 p.m. The Chairman will call the next meeting with proper notification to the members.

APPROVED:

DocuSigned by:

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LARRY PARKS
Chairman