



NORTH TEXAS MUNICIPAL WATER DISTRICT

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PERSONNEL COMMITTEE MEETING MINUTES July 7, 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 Personnel 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 John Sweeden called the meeting of the North Texas Municipal Water District (NTMWD) Personnel Committee to order at approximately 3:05 p.m. on Wednesday, July 7, 2021.

Chairman Sweeden provided general instructions. Personnel Committee members present included Chairman John Sweeden, Directors Joe Farmer, Ron Kelley, Marlo Obera, Brenda Jean Patrick and Lynn Shuyler. Director Terry Sam Anderson was absent. A quorum of the Personnel Committee was present via teleconference.

Members of the Executive Committee were present as well as other Board members. Lauren Kalisek and Sheila Gladstone with Lloyd Gosselink Rochelle & Townsend, P.C. was also present via teleconference. Executive Director Jenna Covington along with other members of the NTMWD management team were in attendance.

II. PUBLIC COMMENTS (FOR TELECONFERENCE COMMITTEE MEETINGS ONLY)

INSTRUCTIONS FOR PUBLIC COMMENT ON-LINE REGISTRATION: Prior to the start of the Personnel 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 requests for public comments.

III. OPENING REMARKS

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

Chairman Sweeden announced that Director Marlo Obera will serve as Vice-Chair of the Personnel Committee.

IV. ACTION ITEMS

- A. Consider recommendation on amendments to the Personnel Policies Manual related to Section III: Complaint Resolution, Equal Employment Opportunity Policy and Drug Policy

Chairman Sweeden advised Committee Members that three different documents were distributed for this discussion and advised that the red-line document will be the most useful for today's discussion.

Brian Brooks, Interim Champion for the Personnel Committee presented this item. He reminded Committee Members that there has been previous discussion on this matter. He advised that a Complaint Resolution section will be added to the Personnel Manual.

The following in regard to complaint resolution is recommended for inclusion:

- Process should start with a written complaint to Human Resources (HR)
- Increased emphasis on the avoidance of any retribution
- HR will assign the complaint to the appropriate level of management and/or retain oversight in HR
- Mirror the appeals process with the complaint resolution process
- Develop a process for third party arbitration/dispute resolution within Personnel Policies
- Establish a third-party hotline process for employees to report complaints and to track complaints

Chairman Sweeden expressed that the proposed changes seem to be best practices, including removing the employee's supervisor from the reporting chain. The proposed language changes for the manual were provided. Mr. Brooks added that other non-substantive text changes by Attorney Sheila Gladstone are also included.

Upon a motion by Director Joe Farmer to accept the recommendations as presented and a second by Director Marlo Obera, the Personnel Committee voted unanimously to recommend approval to the Board of Directors.

V. DISCUSSION ITEMS

A. Discussion of compensation recommendation for FY 2021-2022

Assistant Human Resources Manager Kristie Mixon presented information to the Committee regarding the District's history on merit increases and salary range increases. She reviewed that neither was done for fiscal year 2021.

Ms. Mixon reviewed the points of consideration and survey data that staff has utilized to prepare recommendations for the upcoming budget year. She advised that at present 68.9 percent of NTMWD employees are below the midpoint of their salary ranges. She also advised that employee turnover has increased for fiscal year 2021, without factoring in the retirement incentive program.

Brian Brooks reviewed that the NTMWD total annual base salary is \$54,456,854. He advised staff is recommending a 5 percent average merit increase equaling \$2,722,842 and increasing pay ranges by 2 percent.

Several Directors expressed concern regarding the turnover rate and the need to retain good employees.

Executive Director Jenna Covington advised that staff is going to evaluate the data used to determine the percentage of people in the lower half of their pay ranges and expressed that it may be impacted by those who were recently promoted to new positions. She also advised that currently there are some pay equity issues that need to be addressed and staff is considering how to implement some pay adjustments.

Several Directors expressed that they would like staff to evaluate a possible salary increase this year even though it would be effective for only a few months before the end of the fiscal year if it could be done without affecting water rates.

Executive Director Covington advised that there is a budget work session scheduled for July 20th and based on the Committee's comments staff will prepare information on possible pay increases for this year.

B. Opportunity for Committee members to provide feedback on Personnel Committee meeting

There were no follow-up items raised during the meeting.

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

There were no requests for potential future agenda items.

VI. ADJOURNMENT

There being no further business, the meeting adjourned at 4:07 p.m.

APPROVED:



A handwritten signature in blue ink, consisting of a series of loops and a long horizontal stroke, is written over a solid black horizontal line.

JOHN SWEEDEN
Chairman