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MEETING MINUTES
SANGAMON VALLEY PUBLIC WATER DISTRICT
PERSONNEL POLICY COMMITTEE MEETING
FRIDAY, SEPTEMBER 10TH, 2021
1:30PM

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Held remotely via GoToMeeting

COMMITTEE MEMBERS PRESENT: Meghan Hennesy, Michelle Grindley, Kerry Gifford, Lindsey Wallen

COMMITTEE MEMBERS ABSENT: NONE

GUESTS PRESENT: NONE

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1. **CALL TO ORDER/ATTENDANCE:** Chairman Hennesy called the meeting to order at 1:30pm. Roll call attendance as follows:

Hennesy: Present	Grindley: Present	Gifford: Present	Wallen: Present

2. **APPROVE AGENDA:** Chairman Hennesy asked if there were suggested changes to make to the agenda. Hearing none, she asked for a motion to approve the agenda as presented.

Motion by Grindley and 2nd by Hennesy to approve the agenda as present. Roll call vote as follows:

Hennesy: Yes	Grindley: Yes	Gifford: Yes	Wallen: Yes

3. **PUBLIC COMMENT:** Chairman Hennesy ask if there was any public comment. There was no public comment.

4. **NEW BUSINESS**

    A. **BOARD MEMBER JOB DESCRIPTION –** Wallen presented the board member job description and suggested the committee make this recommendation to the board to approve.

    B. **ORGANIZATIONAL CHART DISCUSSION –** Wallen presented the original organizational chart and the modified charts based off of Larson's suggestions from the last meeting Gifford, Hennesy and Grindley all approved this suggested change since this document would be used internally only.

    C. **ETHICS TRAINING –** Gifford suggested Ethics training for all new and existing Board members. Currently it is not a requirement of Illinois but he feels it is very important for our Board to have training on. Grindley stated that she would look for the one they use are her work and share at the next meeting.

D. **SEXUAL HARASSMENT TRAINING -** Wallen reminded the committee that sexual harassment training is now an annual requirement by the state. She is going to conduct annual training with employees each Fall/Winter and with the Board members each Spring.

E. **PROPOSED PERSONNEL BUDGET –** Gifford presented his proposed Personnel Budget. Chairman Hennesy suggested pairing wages with an opportunity ladder so people know what wages are available to then based on how they grow within the District. She also suggested pairing that with a multi-year contract for some of the positions, including automatic wages increases. Wallen also agreed with the opportunity ladder because as a manager is it is difficult to evaluate an employee knowing that we have no authority to offer compensation because that lies with the Board. The employee doesn't take the evaluation seriously.

5. **OLD BUSINESS**

A. **PERSONNEL POLICY UPDATE –** Wallen presented the most recent Personnel Policy Updates and asked the committee to recommend this to the Board for approval in the next meeting or two. This document has been updated several times over the course of a year and a half and hasn't been updated since 2012. Chairman Hennesy said to send that to her and Grindley to review and put it on the agenda for the next meeting. Discussion was held on how to present the handbook, and Chairman Hennesy recommended sending it out about a week ahead of time to allow the Board ample time to review it since it is a large document.

B. **IMRF/INSURANCE –** Our insurance rate did go down this year. It is also still in the budget to pay for IMRF, but the Board hasn't circled back around on discussing it since last year. Chairman Hennesy reiterated that if insurance or benefits are not part of our industry standard, she isn't interested in having those discussions.

C. **COVID UPDATE –** Chairman Hennesy wanted to recommend at the next Board meeting a discussion on mandating the vaccine or incentivizing the employees who are not vaccinated to get vaccinated.

6. **ADJOURNMENT**

Motion by Grindley and 2nd by Hennesy to approve the agenda as present. Roll call vote as follows:

| Hennesy: Yes | Grindley: Yes | Gifford: Yes | Wallen: Yes |