



**DISTRICT OF COLUMBIA
WATER AND SEWER AUTHORITY**

BOARD OF DIRECTORS

*Human Resources/Labor Relations
Committee*

March 28, 2006

MEETING MINUTES

Committee Members

Bruce F. Romer, Chair
David J. Bardin
Alexis Roberson
Stephanie Nash
Howard Gibbs
Kenneth Davis

WASA Staff

Jerry N. Johnson, General Manager
Linda R. Manley, Board Secretary
Barbara Grier, Assistant General Manager
Avis Marie Russell, General Counsel
Terry W. Gilmore, Acting Human Resources Director

Bruce F. Romer, Chairman, called the Human Resources/Labor Relations Committee (the Committee) to order at approximately 9:10 a.m. and immediately convened an Executive Session to discuss Labor Relations and Litigation matters. Open session reconvened at 10:15 a.m.

Mr. Romer reviewed the agenda. Avis Russell, General Counsel, requested that revisions to rulemaking be added to the agenda. The Committee approved adding the item. Ms. Russell discussed proposed changes to Sections 5209/Disciplinary Process, 5210/Grievance Process, and 5213/Conflict of Interest.

Alexis Roberson, Committee member, questioned the language on the revisions to Section 5209/Disciplinary Process. She questioned whether regulations should address policy or process. Ms. Roberson felt the regulations should address policy. Mr. Johnson stated that Staff would review the proposed regulations to ensure consistency.

David Bardin, Committee member, asked for clarification on Section 5209.2 which referenced regulations of policies and procedures. He said that policy and procedures were different from regulations. Ms. Russell acknowledged that there was a difference in that regulations had to be approved by the Board prior to publication and were subject to public comment. However, she noted that policies and procedures that grew

out of the regulations are approved by the General Manager. Mr. Bardin asked for clarification regarding the role of the Human Resources Department vis-à-vis the immediate supervisor in implementing disciplinary action. Mr. Johnson noted that this point would be clarified. Mr. Romer noted that specific positions should not be referenced in the regulations in that specific positions may change as a result of a reorganization. Again, Mr. Johnson indicated that the proposal would be revised to address that recommendation.

Concerning the proposed conflict of interest provisions, Mr. Bardin recommended that Staff review the policies of other jurisdictions to determine if the prohibitions were similar. Ms. Roberson agreed and recommended that Staff also review the Federal guidelines. Mr. Romer recommended that the General Manager and Staff review the proposed rulemaking and incorporate as appropriate, recommendations from the Committee.

Mr. Romer noted that the Governance Study Action Recommendations have been distributed with the Committee's material for review. He noted that recommendations 16a through 16f which address succession planning and executive development were within the purview of the Human Resources/Labor Relations Committee. In addition, Mr. Romer noted that items 1 through 4e (Board Education, Nomination, Membership Training and Compensation) should also be considered by the Committee. Ms. Roberson asked if the Governance Study considered WASA's involvement in the IMA. Mr. Bardin noted that the General Manager was actively involved in the IMA but not the Board. Mr. Romer noted that the IMA matter would be addressed by the full Board.

Everett Lallis, Director of Occupational Health and Safety, presented the FY 2005 Safety Report. Mr. Lallis stated that the reduction in safety related incidents was a direct result of the increase in training that had taken place during FY 2005. Kenneth Davis, Board Member, pointed out that the Human Resources Staff Report indicated that there were only 21 employees trained during the first quarter of FY 2006 and the data does not support Mr. Lallis' claim of training large numbers of employees. Mr. Lallis explained that his training referenced training for the full fiscal year rather than one quarter. Terry Gilmore, Acting Human resources Director, noted that training numbers are typically low during the first quarter of the fiscal year due to peak operating periods, holiday schedules and inclement weather.

Mr. Gibbs inquired as to why the contractor's accident rate is higher than the WASA rate. Lallis indicated that this is the first year of tracking this information and one contractor's record affected the overall numbers. Mr. Johnson noted that the Authority's safety performance has consistently improved over time.

Mr. Gilmore provided an overview of the Self-managed Career Development Program portal. He noted that approximately 100 employees had expressed interest. Mr. Bardin inquired about the number of union employees who are interested in participating in the program. Mr. Gilmore answered that approximately 60% of the employees are union employees.

There was no other business.

The meeting was adjourned at 11:30 a.m.