

**Draft Minutes**  
**Administration, Personnel & Communications (APC) Committee**  
**June 17, 2010**

Present: Chair Linda Wishard, Jan Neese, Don Paczkowski, Judy Wallace, Lois Willis, Board Liaison - Allan Hitchcock, and Staff - Richard Eason, General Manager

Committee Role Assignments and Data Needs

Wishard called the meeting to order at 4:40 p.m. She and Eason gave the new committee members a brief overview of the history of the committee.

Wishard pointed out that a secretary would be needed to take and distribute meeting minutes. Wallace volunteered for the role, with Willis acting as backup.

There was a brief discussion about whether to post copies of the meeting videotapes on the District website and also what the retention policy on the tapes and meeting minutes should be. The committee agreed to put these topics on the next meeting agenda.

Hitchcock asked that a decision on whether to send someone to the "Perspectives 2010" Conference on July 22-23, 2010 be added to the meeting agenda. It was agreed it would be added under "General Discussion/Member Comments."

Wishard agreed to get copies of the redrafted Committee Roles and Responsibilities to each committee member.

FY 2011 Merit/COLA

Eason gave an overview of District salary actions throughout the year and reviewed the salary and benefits spreadsheet with the committee.

The committee discussed the RFP requirements for vendors, which indicate that three bids must be obtained for use of vendors. That requirement was not followed with respect to the use of Ray Associates for the District Compensation Study and Analysis process. Eason stated that RFPs were not used on low-dollar consults and Ray has been used by the District for such studies for at least 10 years. The full report has been done every three years (the cost for the last full report in 2008 was approximately \$11,000), with a letter update being done in alternate years (with the 2010 letter costing \$600). The committee agreed that, even though the RFP process was not followed this year, we would accept Ray's report and make any compensation recommendations based on the information contained therein. Further discussion will take place about the use of the RFP process in future years.

Eason pointed out that approval of the FY2011 budget will take place at the August 11 Board meeting. According to him, the last COLA increases were given in October 2009, and the last merit increases were given in April 2010. There was significant discussion about the data in the

Ray Associates 2008 and 2010 reports and about past employee turnover and a general concurrence that the 4% total increase recommended by Ray was too high given the current market and relatively low turnover. Based on input from the committee, Wishard moved that a 3% "general increase" [to base pay] be recommended for all District employees, regardless of position in the salary structure. Neese seconded the motion, and it passed unanimously.

#### RFP Process – Internal Audit

Eason explained the difference between the annual financial audit (which is required by many of the District's regulators) and the additional "internal audit" which has been requested by the Board. The latter is an audit of the District's process and internal controls.

Eason said that the internal audit is a one-time job and will likely take a month or so to complete. The auditor(s) will examine the internal controls and ensure checks are in place to prevent abuse and will then make any recommendations for changes to the District's auditors. A subcommittee of Wishard, Willis and Wallace was appointed. The subcommittee is to provide recommendations by July 9.

#### RFP Process – District General Counsel

Eason and Wishard briefly discussed the resignation of Mike Willatt, who served as General Counsel for the District since 1992. They explained that Willatt's firm, Willatt & Flickinger, will continue to serve, with the exception of attendance at board meetings, until a successor is hired. Wishard asked for volunteers for a subcommittee; Neese and Paczkowski volunteered. Wishard will provide them with names of some possible firms, as well as a draft of an RFP for legal services. The subcommittee is to provide recommendations by July 9.

#### General Discussion/Member Comments

Hitchcock spoke further about the "Perspectives 2010" Conference to be held on July 22 and 23, which is a Thursday and a Friday. Thursday's schedule is 8:00-4:30 and Friday's is 8:00-noon. He suggested that the entire committee go, if possible. The District would pay the \$190 per person fee if paid by July 7.

With no other business to be discussed, Wishard adjourned the meeting at 6:30 p.m.