



**DISTRICT OF COLUMBIA
WATER AND SEWER AUTHORITY**

BOARD OF DIRECTORS

*Human Resources and Labor Relations
Committee*

November 25, 2008

MEETING MINUTES

Committee Members

Anthony H. Griffin, Chair
Pavi Spoon for Dr. Jacqueline
Brown

WASA Staff

Barbara A. Grier, Assistant General Manager
Meena Gowda, Principal Counsel
Katrina Wiggins, Human Resources Director
Linda R. Manley, Board Secretary

Anthony H. Griffin, Chairman, called the Human Resources and Labor Relations Committee (the Committee) to order at 1:40 P.M.

Everett Lallis, Safety and Security Director, presented an update on WASA's Safety Program. Mr. Lallis noted that WASA's lost work incident rate of 3.96% is slightly higher than the national average of 2.2%. He stated that the goal for FY 2009 is to lower WASA's rate by 15%. Ms. Spoon observed that the 15% goal would not result in meeting the national average and asked why the goal was not set at the national average. Mr. Lallis explained that he did not want to establish a goal that was not likely to be achieved rather incremental reductions in the lost work incident rate was more realistic. Mr. Griffin asked for clarification on meeting with employees on safety issues, safety training availability, funding for safety initiatives and the relationship between the Safety and Risk Management Offices. Mr. Lallis responded that there are monthly safety meetings with employees and union officials and that safety issues remain on the meeting agenda until resolved. He noted that employee safety training is part of the Authority's comprehensive training program and is offered monthly in the training resource guide. Training is also available as needed, for emergency situations. He also stated that there is adequate funding for safety initiatives. With regard to the relationship between the Safety and Risk Management offices, Mr. Lallis noted that there is a cooperative relationship and that employees are in daily contact on various matters.

Katrina Wiggins, Human Resources Director, made a presentation regarding annual and sick leave accrual rates, carryover amounts and other requirements that the Board is required to adopt by resolution. She stated that specific provisions pertaining to accrual rates, carryover limits and program requirements were taken out of the Personnel Regulations so that any future modifications would not be subject to the rulemaking process. The Personnel Regulations state that the Board has the authority to establish accrual rates and carryover limits. Ms. Wiggins indicated that there are no proposed changes to annual and sick leave provisions. The Committee agreed to recommend to the Board approval of the annual and sick leave resolution. Mr. Griffin asked if the Board would be required to approve a resolution regarding these matters on a yearly basis. Ms. Wiggins responded that the Board would only need to take action if there are changes to the current provisions.

Ms. Wiggins continued with the next agenda item, the CIGNA Healthcare Contract. She reminded the Committee that information was previously provided regarding the potential increase in health care costs. The initial increase was approximately 39%. Negotiations with CIGNA resulted in an average increase of 28%. To ensure effective and timely communication about the changes, meetings were held with the union presidents regarding the increase in premiums. In addition, employees were notified of the increase in premium costs in the 2009 open enrollment material. Employees had the opportunity to make changes during the open season that is currently taking place. Mr. Griffin mentioned that there is discussion at the Council of Governments about all of the municipalities and agencies such as WASA and WMATA joining to create a combined pool of employees for a health plan in order to obtain better rates. The Committee agreed to recommend the approval of the contract to the Board.

Regarding other business, Mr. Griffin stated that he expects to receive Mr. Johnson's self-evaluation early next week. He will forward the self-evaluation along with the evaluation instrument to Board members and the former Board Chairman. He stated that the Committee will meet in December to discuss Mr. Johnson's evaluation. Mr. Griffin then requested the Committee move into executive session.

The Committee reconvened 2:20 P.M. Having no further business, the meeting was adjourned at 2:30 P.M.