



Detroit Water and Sewerage Department Meeting Minutes - Final Human Resources/OD Committee

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Tuesday, July 11, 2017

2:30 PM

5th Floor Board Room, Water Board Building

Human Resources Committee Meeting - rescheduled from July 5, 2017

(A quorum of the Board may be present)

1. CALL TO ORDER

Chairman Davis called the meeting to order at 3:31 p.m.

2. ROLL CALL

Present: 4 - Linda Forte, Mary Blackmon, John Henry Davis and Jane Garcia

3. APPROVAL OF AGENDA

Chairman Davis requested approval of the agenda.

A motion was made by Commissioner Mary Blackmon, seconded by Commissioner Jane Garcia that the agenda be approved. The motion carried by an unanimous vote.

4. APPROVAL OF MINUTES

Chairman Davis requested approval of the minutes of June 7, 2017.

A motion was made by Commissioner Mary Blackmon, seconded by Commissioner Jane Garcia that the Minutes be approved. The motion carried by an unanimous vote.

5. PUBLIC PARTICIPATION

There were none.

6. UNFINISHED BUSINESS

A. BOWC Technical Advisor Draft RFP

This was postponed to a date certain.

B. Collective Bargaining Agreements (CBA)**-Vacation Payout Policy****-Accrued Vacation Payout FY 2017**

This was postponed to a date certain.

C. Employee Personnel Assessment

Lydia Garnier Jamison, Human Resources Director reported there are 579 budgeted positions with 504 active employees with 70-75 vacancies. There are 25 proposed job requisitions for posting. The positions will be posted on DWSD portal and GLWA portal with enhanced external sourcing. The HR group is currently engaged with CAYMC and Directors of DWSD regarding a performance management tool. There is an attempt to develop a standard tool that would encompass a core competency across the department similar to CAYMC's Human Resources. The proposed tool is scheduled around mid-October 2017. Director Brown added that HR will develop a department-wide comprehensive assessment program for supervisory training.

D. Recruitment Strategy Update

Ms. Jamison reported there are twenty-three staff members employed within the Security unit. Eighteen interviewed with seven hires in the Customer Service unit. The Finance unit interviewed applicants for four positions. IT has approximately 8 positions; Stormwater full service technicians, engineers, and inspectors - approximately 6 positions; and a legal assistant.

E. Executive Compensation - Legal Opinion

This was postponed.

F. Draft Position Description-Director

This was postponed.

7. NEW BUSINESS**A. Status Report**

Ms. Jamison reported that as of July 1, 2017 there two voluntary positions: 1 resignation and 1 transfer to GLWA. Retirees: 137 eligible retirees; 101 with 25 years of service; 49 with 30 years of service;

There were 32 employees approved for Family Medical Leave Act (FMLA) for June and July with the majority on intermittent family leave. The family leave process is under review. FLMA is a federal law that protects an employee's job position up to 12 weeks. The Coleman A. Young Municipal Center (CAYMC) is hosting six wellness initiatives between July 12 and August 16 for employee health management.

8. OTHER MATTERS

There were none.

9. NEXT MEETING

August 2, 2017

10. ADJOURNMENT

Chairman Davis requested a motion to adjourn.

A motion was made by Commissioner Mary Blackmon, seconded by Commissioner Jane Garcia that this meeting be adjourned. The motion carried by an unanimous vote.

There being no further business, the meeting adjourned at 3:56 p.m.