



OJAI VALLEY SANITARY DISTRICT

A Public Agency

1072 Tico Road, Ojai, California 93023

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MINUTES OF PERSONNEL COMMITTEE

The Personnel Committee held a meeting at the District Office, 1072 Tico Road June 3, 2015, beginning at 5:01 p.m.

COMMITTEE MEMBERS PRESENT: Peter M. Kaiser
Stan Greene
William M Stone, Chairman

COMMITTEE MEMBERS ABSENT: None

STAFF PRESENT: Jeff Palmer, General Manager
Brenda Krout, Administrative Officer
Ronald E. Sheets, Operations Superintendent

1. **Public Comment**

None

FOR DISCUSSION & RECOMMENDATION

2. **Resolution No. 2015-07 – Salary Schedule**

The salary schedule to implement the salary adjustments recommended as a result of the recent compensation study prepared by Koff & Associates was reviewed. These salary adjustments were included in the adopted Fiscal Years 2015-16 & 2016-17 Budget.

The Committee unanimously supported presenting a recommendation to the Board to adopt Resolution No. 2015-07, Resolution for the Adoption of the Ojai Valley Sanitary District Salary Schedule and Position & Benefits Authorization, to be effective on July 5, 2015.

Director Kaiser requested staff investigate the cost of increasing the level of life insurance provided to each District employee; staff's findings will be presented to the Committee at a future meeting.

3. **Employee Safety – AEDs**

Adding Automated External Defibrillators (AEDs) to the District's current safety equipment was discussed. Staff reported that AEDs in work places have become very common, noting that over the past few years District employees have expressed an interest in having AEDs in District facilities.

Mr. Palmer explained that in addition to the initial cost of purchasing the AEDs, there is ongoing cost to maintain the units. It is estimated that one AED would be installed at the Plant and one at the Office; potentially a second AED may be needed at the Plant due to the spread-out nature of that facility.

SuperiorAED from Westlake Village was recommended by our Safety Officer, Jan Powell, for purchase, installation and continued maintenance of AEDs. The continuing maintenance service includes compliance with the California Law requiring Medical Oversight, policies & procedures manual, and training. SuperiorAED's proposal for 2 AEDs is \$2,795.60 with continued online services for each unit at \$125 per year per unit.

The Committee unanimously supported presenting a recommendation to the Board to approve the purchase of AEDs from SuperiorAED, along with the continuing maintenance service and training.

The Committee supported all Directors being included in the training on the use of the AEDs once they are installed.

4. **Review of Employee Dental Benefits**

The Committee reviewed the current dental plan offered to employees on a volunteer basis and considered the cost of offering a dental plan with better coverage. It was noted that for many years employees have expressed an interest in obtaining a better dental plan.

The Committee reviewed preliminary quotes from five different companies; all of the quoted coverages require a minimum participation of 75 to 80 percent; meaning the District would have to guarantee that 12 to 15 employees would be enrolled in the coverage at all times. This type of guarantee is only possible if the coverage is provided as an agency paid benefit.

The Committee discussed the cost of providing this improved dental coverage and the health benefits which this type of coverage provides to the employees.

The Committee favored the coverage provided under the Delta Dental PPO Plan and the fact that the majority of the local dentists accept Delta Dental.

The Committee unanimously supported presenting a recommendation to the Board to approve obtaining the Delta Dental PPO Plan as a District provided benefit to all District employees and their dependents.

FOR DISCUSSION & REVIEW

5. **General Discussion**

a. Audience

None

b. Committee Members

Director Kaiser reported on the VCSDA meeting he attended on June 2, 2015; the new law requiring all agencies with public works projects over \$1,000 to register each project with the Department of Industrial was discussed at the meeting.

c. General Manager

None

The Personnel Committee Meeting adjourned at 5:56 p.m.

Minutes submitted by Brenda Krout, Clerk of the Board.