

# WLSD Operations Committee

Status as of November 15, 2010

## 1. Risk Management:

- The Risk Management report has been completed and is available for Board review. Recommendations are highlighted in yellow. The Litchfield Insurance Group has received a copy as well. Tom McKiernan will be happy to review the findings and recommendations with the Board if requested. Actions will be required to improve the recommended insurance coverage if approved. Open active project – Responsible party T. McKiernan

## 2. Employee Environment:

- Employee Job Description Review: Comprehensive position descriptions have been received from the Torrington and Canton Sewer Districts. It is recommended that structure in place at these two sites be used as a guide in enhance the descriptions being developed by C Ekstrom. Open active project – Responsible party L Roraback and J Mersfelder
- Employee Salary Review: A survey of the sewer and municipal authorities in our region has been completed. The survey included wage information from Torrington, Litchfield, Canton, Kent, Norfolk, and the Town of Goshen. A position advancement ladder was developed for the district plant operations group. Support staff will be addressed next. The proposed positions were benchmarked against comparable positions from the towns and municipalities list above. The midpoints of the positions were further developed into quartiles for salary movement within a particular job based on performance. A forward looking adjustment was made for anticipated cost sharing of medical benefits. The resulting wage grid was reviewed by the committee and Woodard & Curran. The committee is requesting that the Board approve this structure and position ranges. Active project – Responsible party L Roraback, T McKiernan and J Mersfelder
- The Internal Revenue Service has approved the district's application for a Section 125 Cafeteria Plan. This plan will allow employee to pay medical benefit expenses from pre-tax dollars. The committee will be recommending the implementation of this plan in concert with a medical sharing plan and employee rate adjustment to make the sharing dollar neutral to the employees from their current coverage levels. This plan will be developed in advance of the next Board meeting. Active project – Responsible party L Roraback, T McKiernan and J Mersfelder
- Employee Handbook Review: Several handbooks have been made available for review. A table of contents has been developed. The committee will be working actively on this project during the next month and would anticipate presenting it to the Board next month. Open active project – Responsible Parties L Roraback, T McKiernan and J Mersfelder
- Employee File Review: Employee files found not to be in compliance. All employees have now completed a new employment form that will be reviewed this week for completeness. Open active project - Responsible party L Roraback

## 3. Other items

- Computer Support: A contract has been signed to develop a remote computing e-mail support and an upgraded web site. The project is scheduled to be in a pilot stage within a week for e-mail and the enhance web site in a test mode pilot by the end of the month. Open active project – Responsible party J Mersfelder.