

**Fairfax Water**  
**Minutes of Human Resources Committee Meeting**  
**July 31, 2025**

At 6:30 p.m. on Thursday, July 31, 2025, a Meeting of the Human Resources Committee was held in the Bill G. Evans Boardroom at 8570 Executive Park Avenue, Fairfax, Virginia, with the following in attendance:

**Committee Members:** Begovich, Day, Dotson (Chair), Ginyard-Jones

**Other Members:** Allin, Cammarata, Colleton, Roberson, Rubin (absent)

**Staff:** Brown, Cotten, Creel, Dewhirst, Dooley, Farley, Grimes, Hedges, Kingsbury, Love, S. Miller, Nguyen, Oates, Prelewicz, Stewart

**Wholesale Representative:** Bahceci (absent)

**Counsel:** John McGranahan, Hunton Andrews Kurth LLP, Susan Wiltsie, Hunton Andrews Kurth LLP

**Approval of Minutes**

The Committee approved the minutes of the April 3, 2025, Meeting.

**Revisions to HR Policy Handbook, Chapter 3 – Employee Conduct and Appearance**

Ms. Brown reported that over the coming months, the HR Committee will be reviewing recommended changes to the Human Resources Policy Manual and that to be most efficient with the Board's time, whole chapters of the manual would be presented at a time. Chapter 3 was identified for edits based on changes in Virginia Law.

Susan Wiltsie from Hunton Andrews Kurth LLP provided an overview of the proposed changes and responded to questions. The Committee provided recommended changes.

Mr. Dotson moved, with a second by Mr. Cammarata that the Committee recommend that the Board accept the changes proposed in the Committee packet as amended during the Committee discussion.

**Third Party Administrator (TPA) Overview**

Ms. Brown introduced Barbara Stewart, Fairfax Water's Program Supervisor, Benefits, to provide an overview of Fairfax Water's TPA and the proposed new contract with CFA Administrators.

The Committee requested that staff present proposed savings in dollar amounts rather than listing them as percentages for any future presentations or recommendations regarding the TPA.

Mr. Dotson moved, with a second by Ms. Ginyard-Jones, to recommend that Fairfax Water approve a contract with CFA, LLC for the TPA contract. The motion was approved unanimously.

There being no further business, the Meeting was adjourned at 7:15 p.m.



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Richard Dotson  
Committee Chairman