

**Fairfax Water
Human Resources Committee
Minutes of April 6, 2023**

At 6:00 p.m. on April 6, 2023, a Meeting of the Human Resources Committee was held in the Bill G. Evans Boardroom of the Morin Building.

Committee Members: Chairman Dotson, Begovich

Other Members: Allin, Cammarata, Colleton, Ginyard-Jones, Griffin, Rubin, Robertson

Staff: Atapoor, Dooley, Grimes, Hack, Hedges, Hoke, T. Jones, Kingsbury, S. Miller, Oates, Prelewicz, Robey

Counsel: John McGranahan, Hunton Andrews Kurth LLP

Mr. Dotson opened the Meeting and reviewed the agenda. The Committee approved the Minutes of the November 3, 2022, Meeting. George Hoke presented the 2022 Employee Safety and OSHA Report. Fairfax Water continues to do well with vehicle accidents, employee injuries, and lost work time. There were zero vehicle-producing injuries and no serious catastrophic injuries. The Improvement Plan for the 2023 Safety Program is to reinforce using spotters when backing vehicles, training to reduce overexertion injuries, training on using PPE, and updating the safety procedures.

Ms. Hack presented information on recruitment challenges and applicant sourcing. Challenges include the high cost of living in Fairfax County, commuting expenses, and labor shortages for some jobs. She reported Fairfax Water is in a good position to attract and retain employees through career growth and training opportunities, company stability, and competitive pay and benefits.

Ms. Hack presented a proposed employee referral bonus program to encourage employees to refer candidates for open positions. The proposal includes a \$500 bonus to the referring employee six months after the hire date. The Committee and Board members directed staff to develop and report back to the Committee program options, including a tiered approach to the bonus amount.

Additionally, Ms. Hack presented recommended changes to the Human Resources Recognition Policies. The proposed revisions include: changing the On-The-Spot Award from a \$50 gift card to a \$100 net of taxes cash award; increasing the Blue Card (Vocation of Distinction) award minimum from \$50 to \$100; automating the processes through payroll; indexing the award amounts by the employee annual cost of living adjustment as approved by the Board; and removing the administrative process descriptions from the policy. The Committee agreed to recommend the recognition policy changes to the Board for approval.

There being no further business, the Meeting was adjourned at 6:55 p.m.



Richard Dotson

Richard Dotson
Committee Chairman