

JEA WORKFORCE COMMITTEE MINUTES

August 18, 2014

The Workforce Committee of JEA met on Wednesday, August 18, 2014, in the 8th Floor Conference Room, JEA Plaza Tower, 21 W. Church Street, Jacksonville, Florida.

Agenda Item I – Opening Considerations

- A. Call to Order – Committee Chair Lisa Weatherby called the meeting to order at 11:32 AM with Member Ron Townsend in attendance. Board Member Wyman Winbush was present as an observer. Also present were Paul McElroy, Angie Hiers, Jane Upton, and Nate Monroe, Florida Times-Union.
- B. Adoption of Agenda – The Agenda was adopted on **motion** by Mr. Townsend.
- C. Approval of Minutes – The June 4, 2014 Minutes were unanimously approved on **motion** by Mr. Townsend.

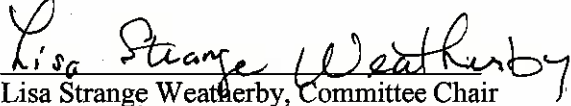
Agenda Item II – New Business

- A. Workforce Strategy – Career Academy – Angie Hiers, Chief Human Resources Officer, presented to the Committee JEA's desire that its workforce mirror its customer base. To assist in this effort, JEA is partnering with the Duval County Public Schools to develop an internship program within the local high schools. This program will be modeled after Vistakon's current mentoring program and the Mayor's Summer Jobs Initiative program. Ms. Hiers distributed an example of Vistakon's Early College, Internship, and Job Placement progression course plan. The Career Academy will begin with recruiting students interested in craft positions. JEA anticipates establishing an internship program for professional positions at a later date. Mr. Townsend and Mr. Winbush volunteered to assist with mentoring students. This item was received for information.
- B. Talent Review and Individual Development Plan Update – Angie Hiers, Chief Human Resources Officer, reviewed the progress of the Individual Development Plan and implementation of the upcoming talent review process. The talent review process is the tool being used to provide a forum for career planning, succession planning, and overall employee development. Over the next few weeks, employees will be provided the Career Development form. A copy of the form with instructions for completion, and instructions for the Manager's Assessment were provided to Committee Members. The highly recommended Talent Review is an opportunity for employees to document their previous experience, education, and special skills. Ms. Hiers distributed copies of the communication provided to all JEA and SJRPP employees on July 24, 2014, with a copy of the Career Development form and SharePoint instructions for processing and for the follow-up assessment with Managers. This item was received for information.
- C. FY2014 Incentive Pay Plan – Angie Hiers, Chief Human Resources Officer, provided the Committee with a copy of JEA's FY2014 goals and results as of June 30, 2014, as it relates to OSHA Recordable Incident Rate (RIR), Customer Satisfaction, and Water and Electric Cost Controls. Ms. Hiers stated that JEA has not reached its Safety nor Customer Satisfaction goals. To increase safety awareness, a new safety campaign will be kicking off in the month of September. This item was received for information.
- D. FY2015 Incentive Pay Plan – Angie Hiers, Chief Human Resources Officer, reviewed JEA's proposed FY2015 Incentive Plan including external market data, recommendations, and limitations. Ms. Hiers distributed JEA's proposed FY2015 goals as they relate to OSHA

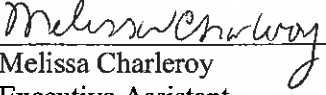
Recordable Incident Rate (RIR), Customer Satisfaction, Cost Controls for Electric, Water, and Wastewater, and also provided the proposed Incentive Budget & Employee Opportunity payout plan for the Senior Leadership Team, Appointed employees, and Non-Appointed employees. This item was received for information.

- E. Pension Update – Angie Hiers, Chief Human Resources Officer shared scenarios for potential replacement benefit options. These retirement benefit options were provided to the Finance & Audit Committee on August 11, 2014. Examples of retirement benefit options were distributed to Committee Members. This item was received for information.
- F. Healthcare Benefits – Ms. Hiers reviewed JEA's current healthcare benefits and provided Committee Members with JEA's 2014 Florida Blue Medical Plan Rates. Ms. Hiers stated that JEA is going into its fourth year with no increase in premiums. This item was received for information.
- G. Announcements
 - 1. Committee Members agreed to continue with quarterly meetings.
- H. Adjournment -- With no further business claiming the attention of this Committee, the meeting was declared adjourned at 12:53 PM.

APPROVED BY:


Lisa Strange Weatherby, Committee Chair
Date: 9/10/15

Submitted by:


Melissa Charleroy
Executive Assistant