

JEA WORKFORCE COMMITTEE AGENDA

DATE: June 3, 2015

TIME: 12:00 PM

PLACE: 21 W. Church Street
8th Floor, Board Chair's Office

Committee Members will meet in the 8th Floor Board Conference Room
Other Board Members may join via conference call by dialing 904-665-7200
No password is needed.

	Responsible Person	Action (A) Info (I)	Total Time
I. OPENING CONSIDERATIONS	Wyman Winbush		
A. Call to Order			
B. Adoption of Agenda		A	
C. Approval of Committee Meeting Minutes January 13, 2015		A	
II. NEW BUSINESS			
A. Review and Approval of the Revised Workforce Committee Charter	Paul McElroy	A	5 mins.
B. Quarterly Workforce Update	Angie Hiers	I	15 mins.
C. Diversity, Inclusion, and Succession Outreach Strategy	Angie Hiers	I	15 mins.
D. Civil Service / Employment Testing Process	Angie Hiers	I	10 mins.
E. Announcements	Wyman Winbush	I	
1. Schedule Next Meeting as Appropriate			
F. Adjournment			

JEA WORKFORCE COMMITTEE MINUTES
January 13, 2015

The Workforce Committee of JEA met on Tuesday, January 13, 2015, 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 11:30 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, Gerri Boyce, Jody Brooks, Office of General Counsel, and Nate Monroe, Florida Times-Union.
- B. Adoption of Agenda – The Agenda was adopted on **motion** by Mr. Townsend.

Agenda Item II – New Business

- A. Performance Based Compensation – Angie Hiers, Chief Human Resources Officer, provided the committee with an overview of the transition of the performance management system from Mindsolve to the Oracle Performance Management system. Ms. Hiers stated JEA was able to utilize inside expertise to transition systems and to provide timely training on performance based goals to meet deadline requirements. Ms. Hiers provided the Committee with a high level overview of the performance management process. Ms. Hiers reminded the Committee that this year, JEA will participate in a company and an individual performance compensation program. This item was received for information.
- B. Succession Planning – Angie Hiers, Chief Human Resources Officer – Prior to Ms. Hiers’ presentation, Mr. Townsend expressed the need for retirement risk assessment. Ms. Hiers presented that JEA is reviewing the workforce demographics and analytics quarterly. This assessment includes stop gap succession planning for the Senior Leadership Team. Ms. Hiers distributed the Manager Assessment and Career Development forms and stated this process will become a standard procedure. The information obtained from these forms will be entered into the Oracle Performance Management system to allow JEA to conduct queries for employee certifications and specific talents, and will be utilized to develop employee training. Ms. Hiers stated these forms will also be sent to the bargaining units. This item was received for information.
- C. Diversity and Inclusion – Angie Hiers, Chief Human Resources Officer, provided the Committee with steps JEA is taking to create a diverse workforce. Pat Sams, Emerging Workforce Strategies Program Manager is currently working on workforce analytics and serving as a talent recruiter. The Committee also discussed military recruitment and the various placement tests required for recruitment. Ms. Hiers stated Nathaniel Glover, President Edward Waters College, will present at the Executive Leadership Team Strategy Session on January 22, 2015.
- D. Employee Satisfaction Initiative – Angie Hiers, Chief Human Resources Officer, presented that as part of JEA’s strategic initiative to build an “Unbeatable Team” JEA employees completed the Employee Satisfaction Survey, Senior Leaders met with employees in the fall in Town Hall Meetings, and the next steps will be to address employee concerns. Ms. Hiers stated employees from across the organization will be formed into small groups to address employee satisfaction. Additionally, a third party facilitator will be utilized to keep this initiative on track with the goal of building champions within the organization. This item was received for information.

- E. 2016 Benefit Preparation – Angie Hiers, Chief Human Resources Officer, presented that JEA is currently reviewing the fiscal year 2016 benefits package. Ms. Hiers also reviewed recent changes in Florida law which will impact healthcare. Ms. Hiers reviewed the new retiree option which allows for a one-year grace period to allow retirees to select a non-JEA benefit plan, with the option to revert back to a JEA medical plan. JEA is currently offering education sessions to retirees. Ms. Hiers provided the Committee with a draft of the JEA Personal Total Compensation Statement and stated JEA employees will be receiving the statements soon.
- F. Announcements
 - 1. Committee Members agreed to continue with quarterly meetings.
- G. Adjournment – With no further business claiming the attention of this Committee, the meeting was declared adjourned at 12:32 PM.

APPROVED BY:

Lisa Strange Weatherby, Committee Chair

Date: _____

Submitted by:

Melissa Charleroy
Executive Assistant

JEA Board of Directors Workforce Committee Charter

Role of the Workforce Planning Committee

The Workforce Planning Committee is appointed by, and is a standing Committee of, the Board of Directors of JEA. The Committee's primary function is to assist the Board in fulfilling its oversight responsibilities by reviewing JEA's workforce planning strategies. In conjunction with its primary function, it is the responsibility of the Committee to provide an open avenue of communication between the Board and Management. The committee will report to the Board on a semi-annual basis to keep the full Board apprised. The Workforce Planning Committee shall review and approve various agenda items and make recommendations to the JEA Board for final approval.

Membership

The Committee shall consist of two Board members, appointed annually by the Board Chair. The Board Chair shall appoint one of the Committee members as Chairperson. The Chief Human Resources Officer shall have direct access to the members of the Workforce Planning Committee.

Meetings

The Committee will meet at least at least three (3) times per year. The Committee may invite members of Management and/or others to attend meetings and provide pertinent information, as necessary. A schedule of regular meetings will be established by the Committee annually. Special meetings may be called by the Committee Chair. Meetings shall be subject to public information laws.

Responsibilities

The Committee shall:

- Report Committee actions and recommendations to the Board.
- Annually review and approve the Committee's Charter, updating as needed.
- Review and evaluate the effectiveness of JEA's process for ensuring workforce needs are being met now and in the future. Review and evaluation will include the areas of:
 - Workforce Planning: review reports, statistics and other information used to develop strategies.
 - Compensation for Non-Appointed (BU) Employees (Approval of proposed wages related to negotiations and market surveys)
 - Employee Benefits, including safety and wellness (Approval of proposed plan changes related to employer/employee contributions and offerings)
 - Pension (Approval of proposed plan design and employer/employee contribution)
- The Committee will not review Collective Bargaining Unit articles. This activity will be discussed with the full Board.