

EAWA BOARD MEETING MINUTES
January 13, 2014 - 6:30 PM

1. CALL TO ORDER:

The EAWA Board meeting was held in the Meeting Room at 211 W. Hummelstown St. and was called to order at 6:30 P.M. by Dr. C. Dale Treese. Members present: Keith Murphy, John Buch, Rick Erb, Jeff McCloud, C. Brewer, and D. Becker. Also present were G. Alspach, Solicitor; W. DeVan, PWD; M. Skelly, Manager; G. Haldeman, Operations Manager; G. Miller, Business Manager, and M. Powl, Admin. Clerk. **Other Attendees:** T. Shaud, S. Bixler, J. Bock, and C. Morton.

2. PLEDGE OF ALLEGIANCE TO THE FLAG:

3. PUBLIC COMMENT: None.

4. APPROVAL OF PREVIOUS MINUTES:

Action: "That the Board approve the WS Meeting Minutes of 12/4/13 and the regular Board Meeting Minutes of 12/9/13, as presented."

Motion: J. Buch **Second:** J. McCloud **Approved**

5. REPORTS:

- a. **Manager's Report:** Skelly informed the Board that the Auditors would be starting the yearly audit on 2/18/13. He asked if two Board members would be available in case the auditors had any questions. Treese and Murphy said they would be available.

Skelly introduced Rhonda Hess (HR consultant). He said Rhonda will lead the succession plan followed by him and staff. Skelly said that Rhonda has spent the last 10 years consulting and specializes in leadership development, executive coaching and succession planning. She has experience with small and large clients in different industries.

Skelly stated that succession planning is an activity that provides a systematic approach to review and evaluate an organization's current work force to ensure it has the knowledge, skills, and abilities to lead in the future. The goal is to achieve a seamless continuity and transition for the future work force and organization. He said succession planning ties into the asset management, but for our HR assets.

Haldeman offered input on the need for SP based on his experience when he was hired and need for formal training, which was not provided. Instead, he learned on the job from his Dad. He likes this plan because we can see what we have and provide further education for the younger staff to take over when older staff retires. Skelly turned the presentation over to Hess. She mentioned that talent management is a mission you have to fulfill and there are five pillars that

support the mission under talent management. They are 1) Identify core job skills, 2) Select staff, 3) Train & develop staff, 4) Measure & manage performance, and 5) Plan for succession. Succession planning is a method used to identify the key positions that are vital to current and future operations, specify skills, knowledge and abilities for each position, and develop our talent pool. Hess noted 7 steps to succession planning are 1) Communication, 2) Identify key positions, 3) Identify skills, knowledge and abilities, 4) Learn best industry practices, 5) Build candidate list, 6) Develop potential successors, and 7) Monitor and adjust plans. She said companies need to plan for the future and employees need to be involved.

Treese asked what the general outline is for the next 18 months. Hess said she did not bring her list which lists tasks 1 – 8. Skelly said we can provide at the next meeting. Treese said it would help the Board stay on track. Hess said by June 30 we will evaluate and see where we are at that time to adjust the time line. Skelly said we hope to have the background analysis done prior to the pre-budget meeting. Brewer asked if the idea is to find out what the plans are for employees for 3 – 5 years. Skelly said we would have two years documented and the analysis would give a 10 year window. Becker mentioned that it is important to keep people, especially as they progress in the company because training new people is expensive. McCloud asked if someone else will be hired to oversee this plan. Hess said no. She said laws and rules may change so there may need to be future updates with changes in job descriptions and skills.

Haldeman said that Well #5 was down over the weekend due to an electrical problem with the manual transfer switches. He said it will need to be re-wired because there are no drawings available to see how it was done originally. He said we will be starting Phase 3 for PA Safe Water certification soon.

No reports from public works director or engineer.

b. Financial Reports:

- i. Copies of Paid Bills statement (12/19/13) distributed with package (\$46,280.23 for balance).
- ii. Statement of Revenues & Expenditures for period of DEC / Year-end, distributed with package. Income: \$3,726,706.98 (inc. fund balance), while expenditures: \$2,641,458.28 (inc. debt principal & interest).

Action: “That the Board accept the DEC Statement of Revenues & Expenditures (Actual vs. Budget).”

Motion: J. McCloud **Second:** J. Buch **Approved**

6. UNFINISHED BUSINESS: None.

7. NEW BUSINESS: None.

8. BILLS PAYABLE: Refer to Unpaid Report;

Action: “That the Board pay bills listed on statement of Unpaid Bills Detail (1/13/14), totaling \$144,329.55”

Motion: K. Murphy **Second:** J. Buch **Approved**

9. BOARD MEMBER’S REMARKS: Murphy thought the expiration date for his term should be 2018 instead of 2019. Skelly said he will need to check because he did not receive an official letter stating his re-appointment from WDT. Treese thanked everyone for attending the meeting regarding the succession planning.

10. EXECUTIVE SESSION: None.

11. ADJOURN: 7:29 PM

Action: “That the Board adjourn the regular meeting.”

Motion: K. Murphy **Second:** J. Buch **Approved**

Respectfully submitted,

M. Skelly, Authority Manager

Approved at 2/10/14 Meeting