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HYBRID BHA PERSONNEL MINUTES

HYBRID PERSONNEL COMMITTEE MEETING OF THE BOARD OF COMMISSIONERS OF THE BREMERTON HOUSING AUTHORITY (BHA) HELD 4:00 PM ON **SEPTEMBER 1, 2022.**

1. CALL TO ORDER: Meeting was called to order at **4:01 p.m.**

2. ROLL CALL:

Present:

Vice Chair Jeff Flood

Commissioner Ryan Burton

Absent:

Commissioner Andre Henderson

Chair Joan Hanten (Alternate)

BHA Staff Present:

Jill Stanton Executive Director

Paula Kennedy Human Resources Manager

Sherman Enstrom Finance Director

Carlita Mendez CMS Director

Tim Schanne CMS Assistant Director

Lorna Camacho Office Manager/Executive Assistant/Minute Taker

3. SUBCOMMITTEE CHAIR COMMENTS: None

4. COMMISSIONER COMMENTS: None

5. EXECUTIVE DIRECTOR PERFORMANCE REVIEW: Comments by Ms. Kennedy.

Discussed the Executive Director's performance review final process. Committee Chair, Chair Hanten will finalized the Executive Director's performance review. Prior to the September board meeting, Committee Chair will present a final copy of the Executive Director's performance review to Ms. Stanton during their meeting (to be determine). At the September board meeting the Committee Chair will announce that the Executive Director's performance review has been concluded and that the performance review has been completed.

6. UNION NEGOTIATION UPDATE: Comments by Ms. Kennedy.

Current union negotiations for both the OPEIU and Teamsters Union are underway. The first Teamsters Union meeting went well. Teamsters presented a few items, one being pay increases. We plan to meet with finance to further discuss before the next scheduled Teamster meeting, which has yet to be determined.

OPEIU meeting to be held September 12, 2022. The goal is to have both unions align with the Personnel Policy for consistence and equity for all of staff regardless of status. Current union contracts expire the end of September. New contracts go into effect October 1, 2022. If necessary, we may request an extension on current contract until new contract agreements are finalized. Any pay increase would be retroactive.

Ms. Stanton would like to recognize Mrs. Mendez and Ms. Kennedy communication efforts between the groups. It should be acknowledged.

7. EDUCATION PROGRAM: Comments by Ms. Kennedy.

In conjunction with our strategic goal to have continued efforts to build a positive, equitable, and healthy workplace culture, we would like to increase the annual amount allowed for tuition reimbursement of undergraduate and graduate degree course fees from \$2,500 to \$5,250. We would amend the policy granting the Executive Director the discretion to allow BHA to pay the course fees in advance. We would like to include Certification Programs as part of Professional Development allowing employees that want to develop and improve their skills and work performance an alternative means to do so.

Based on our outreach to managers, we have a total of three employees' express interest in this program for the upcoming year. We will budget \$21,000 for this program. We plan to bring forth a board resolution to amend our current Education Program Policy for board approval at the September board meeting.

8. COMPENSATION STUDY UPDATE: Comments by Ms. Kennedy.

The compensation study is underway. We have recently contracted with a consulting firm, Gallagher Benefit Services to conduct a compensation study to ensure that our staff are being paid correctly both in comparison to the market and within the organization structure. Gallagher Benefit Services brings a strong DEI background which will be impactful.

Last year we allocated \$200,000 for this project which we did not use. We have since reduced that to \$110,000. Allocating \$60,000 for consultant and \$50,000 to adjust based on findings. Estimated timeline for completion, the beginning of next year.

9. FY 2023 PAY INCREASES:

We will be recommending a pay increase in alignment with our current CBAs. OPEIU increase will consist of a step increase of 2% and a COLA of 4% for a total of 6%. Teamsters increase will consist of a step increase of 2% and a COLA of 3.5% for a total of 5.5%. For qualified non-union employees the increase will consist of a 3.5% COLA increase and up to a 2% merit increase for a total of 5.5%.

The projected increase for FY 2023 is \$387,000.

10. FUTURE PERSONNEL COMMITTEE MEETING:

The next Personnel Committee Meeting to be determine.

11. ADJOURNMENT: There being no further business meeting adjourned at 4:27 p.m.



Executive Secretary



Chairperson of the Board

SEAL

