



**Human Relations Committee**  
**(Chair—Martin, Member—Duff)**  
**MINUTES**  
**Monday, May 05, 2025 — 9:00 AM**

**CALL TO ORDER**

Chairman Martin called the meeting to order at 9:00 AM

**ROLL CALL**

**COMMITTEE MEMBERS PRESENT:** Chair Russ Martin, Member Amber Duff

**STAFF MEMBERS PRESENT:** Brian Macy, Marion Champion, Oriana Hoffert, Danny Friend, Dori Petee

**PUBLIC INPUT**

No public input

**ITEMS FOR DISCUSSION**

**1. REVIEW EMPLOYEE REQUESTS FOR FY 2025-2026**

General Manager Brian Macy noted some general housekeeping items. This meeting was properly noticed, and employees are manning both doors and are ready to escort members of the public to the meeting if they show. The employee request process is conducted annually.

Oriana Hoffert, Human Resources Manager, reviewed the process of handling employee requests, which involves the Employee Request meeting on March 5, 2025, an evaluation of requests, presentation to the Human Relations Committee, and finally presentation and approval by the Board of Directors. MSWD Senior Management Staff reviews and assesses all costs and increases, including labor costs (wages and benefits) as part of the budget process. As part of the evaluation process, twelve comparable agencies are surveyed. Requests are categorized into administrative actions or those impacting costs or policies requiring board approval.

Employee requests included, but are not limited to, additional holidays, cost of living adjustments, full medical retirement at 55, flexible spending accounts, longevity pay, increased district match for deferred compensation, increased safety boot allowance, and more. The meeting also addressed administrative items already in progress, such as an outdoor picnic table and updating the procurement policy.

The board members discussed various requests, including the impact of sick time on overtime pay, the boot allowance, and raising the procurement policy. They emphasized the importance of competitive wages and benefits to retain staff and avoid becoming a training ground for other agencies.

After a moderate discussion, the meeting concluded with a consensus to move forward with four recommendations: cost of living adjustment, one additional optional holiday,

flexible spending account, and compensatory time accrual to 80 hours. The committee will prepare a report to be given to the full Board for action on May 19, 2025.

**DIRECTORS' COMMENTS**

No comments at this time.

**ADJOURN**

With no further business, Chairman Martin adjourned the meeting at 10:00 AM

Respectfully submitted,

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Dori Petee  
Executive Assistant