

Employee Idea Review Committee Meeting
June 12, 2023
Meeting Minutes

Committee Members Present: Steven Baird, Joanne Bodenhamer, Ursula Bosson, Josie Guzman, Chris Hendricks, Jim Korkosz, Joe McDermott, Jon Meredith, Viktor Nikolajevs, Karen Norman, Don Patterson, Dave Pedersen, Shawn Triplett, and Ray Vidal.

1. Orientation to Employee Idea Review Committee

Dave Pedersen provided an overview of the Employee Idea Review Committee, which was implemented in 2017 but was inactive during the COVID-19 pandemic. He noted that the Employee Idea Program began as part of the District's Strategic Plan, which set an objective to develop a process to act on efficiency improvement suggestions. He stated that the Employee Idea Review Committee evaluates the ideas submitted, and discusses how they may be implemented. He noted that employees may submit their ideas online through the Staff Resources Page at <https://www.lvmwd.com/the-district/extranet/ideacommittee>.

Jon Meredith stated that ideas related to safety should be submitted to the Safety Committee, and he suggested adding clarifying language to the Employee Idea Committee webpage.

2. Approve Minutes of Previous Meeting of May 24, 2021

Upon motion by Joe McDermott, seconded by Jim Korkosz, the minutes of May 24, 2021 were approved.

3. Review Recently Submitted Ideas

Idea No. 23-001 – Attendance to District Events with Limited Capacity

The Committee discussed setting a priority on attendance at MWD Inspection Trips, such as new employees or employees who had not previously attended a trip, and then holding a lottery for random selection. For future trips, the employees whose names were not selected in the lottery or who had not previously attended a trip would have priority.

This task was assigned to Josie Guzman and Don Patterson to discuss prioritizing attendance to employees who have not previously attended a tour and implementing a fair and equitable lottery system.

Idea No. 23-002 – Implementation of LVMWD Master Calendar

Karen Norman stated that due to recent scheduling conflicts between the MWD Inspection Tour and fire extinguisher training, she submitted this idea to reinstate the District Calendar. She explained that the District Calendar was previously available to allow staff to enter meetings, events, tours, etc., and the calendar was published on the Intranet. She stated that she and Riki Clark located the previous District Calendar, and Andrew Spear allowed them to have access to it.

The Committee discussed support for a Master Calendar to avoid scheduling conflicts and track tours and events occurring at District facilities, and determine if support services were needed such as Facilities or Information Systems. The new calendar would need to identify a category of events, what information is needed, where staff may access the calendar to view and manage, and determine who could be in charge of maintaining the calendar.

This task was assigned to Josie Guzman to create a Master Calendar and work with the Administrative Assistants to determine which events would need to be added to the Master Calendar. Josie will also follow up with Information Systems staff to create a new Master Calendar in Outlook.

4. Other

Idea No. 17-005 – Employee Recognition/Awards Program

A discussion ensued regarding the status of this item. Steven Baird noted that a survey was sent to employees for their feedback; however, several employees were not interested in this proposed program for various reasons. He stated that he would search for the survey results and forward them to Sophia Crocker.

Human Resources will take the lead on this proposed program with Steven Baird continuing to provide input. Steven Baird will provide a copy of the employee survey to Sophia Crocker.

Dave Pedersen asked the Committee to review the matrix of outstanding ideas and highlight the ideas to discuss at future meetings.

5. Schedule Next Meeting

The next meeting date and time will be scheduled in July.