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**BOARD COMMITTEE ON HUMAN RESOURCES SERVICES**

June 1, 1999, 10:00 a.m.

**SUMMARY**

The meeting of the Board Committee on Human Resources was held on Monday, June 1, 1999, at 10:00 a.m. Chairman James Dyson called the meeting to order. Minutes of the May 3, 1999 Board Committee meeting were approved. During the meeting it was reported that:

Membership cards were mailed to New PPO enrollees. As of May 17th, there were 10 employees who completed enrollment forms but did not submit the proper verification of dependents and 85 employees who did not enroll in the new medical plan. Letters were mailed to these employees on May 20th informing them they had until June 1st to provide documentation or enroll in a plan. Otherwise, the employees would be dropped from health care coverage. All affected have been contacted at least twice and received a final notice.

In order to effect merit increases for non-bargained-for employees on July 1, 1999, performance evaluations were distributed to all Officers of the District in May. The forms are due to be received in HR by June 11, 1999.

Work has begun on a staff development plan for district employees. Meetings are scheduled with the Officers of the Districts throughout June to obtain their input on the design of a plan that will be implemented this fall. In addition, procedures for hiring hourly employees and implementing the recent Job Abandonment policy were developed and distributed to the Officers of the District. This concludes my report.

June 3, 1999