

## Minutes

RTA Committee of the Whole Meeting

10:00 a.m., Tuesday, January 10, 2023

**Committee Members:** Lucas (Chair), Moss (Vice-Chair), Koomar, Weiss, Welch

**Not present:** Biasiotta, Joyce, McCall, Pellet

**Staff:** Birdsong Terry, Bober, Brooks-Williams, Burney, Caver, Dangelo, Davidson, Feke, Fields, Fleig, Garofoli, Gautam, Jenkins, Johnson, Kirkland, Laule, Macko, McGervey, Miller, Mothes, Schipper, Talley, Tarka, Walker-Minor

**Public:** Embrescia, Gallagher, Gibbons, Jackson, Loh

The meeting was called to order at 10:00 a.m. Five (5) committee members were present.

### Code Book Updates

Dawn Tarka, Associate Counsel made the presentation. The update covered Human Resources parts of the Code Book. The Code Book was codified in 1989 (Resolution 1989-176). They are reviewing to update to bring policies in line with current operations. They are subject to review and revision every three years.

Today they addressed two provisions and recommended removing them from the Code Book because they duplicate Personnel Policies. They include:

- Prior Service Credit (Section 644.09)
- Tuition Reimbursement (Section 644.13)

The two provisions are duplicates of Personnel Policies 400.09 Prior Service Credit. They also updated the General Manager's title and corrected the name of Human Resources Division. The redline of the proposed changes were included in the Board package.

Staff requested that the Committee of the Whole recommend these provisions to the Board of Trustees for approval. Ms. Birdsong Terry asked when all the Code Book revisions expect to be finalized. Ms. Tarka said the provisions should be wrapped up by September or October. Ms. Moss asked where the Tuition Reimbursement program is explained. Mr. Fields said there is a Policy and Procedures section for Tuition Reimbursement. The Procedures outline the ability for an employee to be reimbursed for Associates, Bachelors, Masters and advanced degrees over a period, with corresponding reimbursement caps for each degree. Associates (\$4,000 cap), Bachelors (\$15,000 cap) and Advance Degrees are at a \$16,000 cap. The procedures section is updated periodically to correspond to the market. The Board doesn't vote on the procedures portion.

It was moved by Mayor Weiss, seconded by Ms. Welch and approved to move this to the full Board.

The meeting was adjourned at 10:07 a.m.

  
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Rajan D. Gautam  
Secretary/Treasurer

  
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Theresa A. Burrage  
Executive Assistant