

CBUD Wastewater Treatment Plant Labor-Management Committee (LMC) Annual Report to the Utilities Service Board

The LMC last reported to the Utilities Service Board on April 28, 2008. This report highlights important LMC activities and accomplishments from May 2008 through April 2009. Since April 2008, the LMC met regularly, once each month.

LMC Sponsored - Training/ Safety sessions

Since May 2008, there have been eight LMC-sponsored Training/ Safety Sessions. In May, Harold Crittenden and Don Anderson provided training on safety and proper testing of the sodium hypochlorite chemical feed system. John Wright explained the proper calibration of the air monitoring meter. Crittenden completed the session by explaining the proper start-up of the belt press. In July, Brian Wilson presented a session about summer hazards and in August, he presented a session about electrical safety and bacteria information. Barb Smith, President of Indiana Water Environment Association, presented settleometer, sludge judge, and nitrification/ denitrification training in September. Wilson provided training on lockout/ tagout procedures in October and presented again in February. In March, training was held about MSDS and "Community Right to Know". Wilson provided April training on power mower safety.

SIOA Meeting in June

In June 2008, Dillman Wastewater Treatment Plant hosted the Southern Indiana Operators Association meeting. Serving as the June Training/ Safety session, two continuing education units were offered to participating employees.

CBUD Wastewater Treatment Plant LMC Retreat

The LMC held its annual retreat on June 20, 2008, at Twin Lakes. CBUD Director, Patrick Murphy, opened the meeting with formal remarks, thanking the LMC for its work over the past year. Murphy outlined the importance of the LMC process, where people sit down, talk, and work through issues. He also explained how important training is for employees.

Jean Joque, Manager of Training and Organizational Development, conducted a brief training session. The LMC then addressed items on the agenda, including operations policy statements, posting policy statements in the plants, CEU questions, and the perceived disconnect between operations and engineering.

Subsequently, LMC placed clipboards in both plants where policy statements are to be placed so all employees have access to them.

Reinstatement of Monthly Plant Walkthroughs

To improve communications between City Hall and the plants, the LMC worked to ensure that representatives from Risk Management are doing monthly plant safety visits.

WWTP Employee Math Class

During July – September 2008, the LMC sponsored a math class open to all plant employees, as well as other interested Utilities employees. Sessions were offered two days a week, one at each plant, so employees from both plants could participate. The program was conducted through Indiana University's Continuing Studies Department. Six employees successfully completed the class.

Management Principles Session: Diversity and Communication/ Conflict Management

As a result of discussions during the LMC annual retreat in June, the LMC decided to sponsor two Management Principles sessions required for supervisors from both Dillman and Blucher. Sessions were held October 2, 2008, and February 12, 2009.

Established Quarterly Meeting with Engineers

To address concerns regarding the disconnect between operators and the CBUD engineering department, the LMC invited Mike Hicks and Mike Bengtson to attend LMC meetings once every three months. Bengtson and Hicks have attended three LMC meetings since August.

Renewed Lee Balliet's Contract

Lee Balliet's, consultant to the LMC, contract was renewed in November.

Supervisor Surveys

During several LMC meetings this spring, it was suggested, and agreed, that surveys be conducted of wastewater treatment plant supervisors to gauge current needs and attitudes, particularly in regard to training. This was suggested in response to recent Management Principles training sessions that were conducted by Jean Joque in October 2008 and February 2009. A survey of seven questions was presented to the six supervisors at Dillman Road and Blucher Poole Wastewater treatment plants on Wednesday, March 4, and Friday, March 6. LMC facilitator, Lee Balliet, and LMC Project Coordinator, Katie Carter, conducted the survey interviews. A summary of the surveys is currently being reviewed by the supervisors.

Employee Training Surveys

In response to continued calls for more training opportunities for employees, the LMC Safety/Training Subcommittee asked all plant employees to complete a survey early in April.

The survey outlines training needs, problems at the plants that can be alleviated through training, and satisfaction levels with current training opportunities. Results of the survey are being compiled.