



MEETING NOTICE
RAMSEY/WASHINGTON RECYCLING & ENERGY
FACILITY & FINANCE COMMITTEE

Date: Thursday, January 6, 2022
Time: 1:00 p.m. to 2:00 p.m.
Virtual meeting: <https://zoom.us/j/98832213556?pwd=c2pPbmNNTkxVcXhhelFQRmxPSjl0dz09>
Phone: 651-372-8299 | Meeting ID: 988 3221 3556 | Passcode: 951489

The chair of the Ramsey/Washington Recycling and Energy Board has determined that an in-person meeting is not practical or prudent because of the COVID-19 pandemic. Commissioners will participate by telephone or other electronic means and the board meeting will be conducted pursuant to and in compliance with Minnesota Statute 13D.021. Members of the public will be able to watch the public meeting live online.

The January 6, 2022 committee meeting is a regularly-scheduled business meeting and a closed session, as permitted by Minn. Stat. section 13D.03 to discuss general labor negotiation strategies related to negotiations with IBEW Local 23. A written roll of members and all other persons present at the closed portion of the meeting will be made available to the public after the closed meeting.

AGENDA:

- I. Call to Order, Commissioner Roll Call, Introductions**
- II. Approval of Agenda** Action Page 1
- III. Approval of Minutes – September 16, 2021** Action Page 2
- IV. Employee Referral Program** Information Page 3
- V. Motion to Close Meeting** Action
This meeting will be closed as permitted by Minn. Stat. section 13D.05 to discuss general labor negotiation strategies related to negotiations with IBEW Local 23.
- VI. Adjourn**

NEXT FACILITY & FINANCE COMMITTEE MEETING:

Thursday, February 17, 2022 | 10:00 am – 12:00 pm | Zoom | Regularly scheduled business meeting



THURSDAY, SEPTEMBER 16, 2021

RAMSEY/WASHINGTON RECYCLING & ENERGY FACILITY & FINANCE COMMITTEE MINUTES

A meeting of the Ramsey/Washington Recycling and Energy Facility & Finance Committee was held at 10:00 a.m. on Thursday, September 16, 2021 as a virtual meeting. Staff participants met at the Ramsey County Environmental Health Office, 2785 White Bear Avenue North, Suite 350, Maplewood, Minnesota. Other participants joined through Zoom.

The chair of the Ramsey/Washington Recycling and Energy Board has determined that an in-person meeting is not practical or prudent because of the COVID-19 pandemic. Commissioners will participate by telephone or other electronic means and the board meeting will be conducted pursuant to and in compliance with Minnesota Statute 13D.021. Members of the public will be able to watch the public meeting live online. A written roll of members and all other persons present at the closed portion of the meeting will be made available to the public after the closed meeting.

MEMBERS PRESENT

Commissioners Wayne Johnson – Washington County

Commissioners Nicole Frethem, Trista MatasCastillo – Ramsey County

PARTICIPANTS ATTENDING AT RAMSEY ENVIRONMENTAL HEALTH, MAPLEWOOD

Leigh Behrens, Kelli Hall, Sam Holl, Kevin Magnuson, Michael Reed, Nikki Stewart, Jody Tharp, Jordan Thone

ATTENDING REMOTELY

Shannon Conk, Rae Eden Frank, Sam Hanson, Fatima Janati, Kevin Johnson, Lowell Johnson, Jennefer Klennert, Nate Klett, Leslie McCollam, Andrea McKennan, Jennifer Nguyen Moore, Natasha Pearson, Jim Redmond, John Ristad, Ryan Tritz, Susan Young, Margaret Zuckweiler

CALL TO ORDER/APPROVAL OF THE AGENDA

Chair Johnson called the meeting to order at 10:00 a.m. A roll call of commissioners was conducted. Introductions were made.

Commissioner MatasCastillo moved, seconded by Frethem, to approve the agenda as presented.

Motion carried 3-0. Roll Call vote:

Ayes: Frethem, Johnson, MatasCastillo

Nays: None

APPROVAL OF MINUTES

Commissioner Frethem moved, seconded by MatasCastillo, to approve the May 20, 2021 minutes.

Motion carried 3-0. Roll Call vote:

Ayes: Frethem, Johnson, MatasCastillo

Nays: None

UPDATES AND REPORTS

Update on Procurement of End Markets

Nikki Stewart, Joint Leadership Team (JLT), introduced the RFP for end markets. R&E is currently in Phase 2 of the RFP and in the process of reviewing proposals.

Leigh Behrens, R&E planning specialist, reviewed the revised scope for resource management from 2015 through 2027, R&E board guiding principles for procuring end markets, the future of R&E Center resource management, the two-phase procurement strategy, the process for evaluating phase II proposals and the overall timeline for end markets procurement. Staff anticipates returning to the F&F Committee and the R&E Board in early 2022 for approval for vendor selection, negotiation and contract approval.

MOTION TO CLOSE MEETING

Commissioner MatasCastillo moved, seconded by Frethem, to close the public meeting as permitted by Minn. Stat. section 13D.03 to discuss general labor negotiation strategies related to negotiations with IBEW Local 23.

Motion carried 3-0. Roll Call vote:

Ayes: Frethem, Johnson, MatasCastillo Nays: None

Members Present for Closed Session

Commissioners Nicole Frethem, Wayne Johnson, Trista MatasCastillo

Participants Attending Closed Session at Ramsey Environmental Health, Maplewood

Kelli Hall, Sam Holl, Kevin Magnuson, Michael Reed, Nikki Stewart, Jody Tharp, Jordan Thone

Participants Attending Closed Session Remotely

John Ristad

Call to Order

Chair Johnson called the closed meeting to order at 10:35 a.m. A roll call of commissioners was conducted. Introductions were made.

Commissioner MatasCastillo moved, seconded by Frethem, to approve Resolution R&EB-FFC-2021-08. The Facility & Finance Committee directs the Joint Leadership Team and R&E Staff to proceed as discussed in closed session and will recommend approval to the R&E Board on October 28, 2021 if no further changes are made to the negotiation parameters and the agreement is ratified by International Brotherhood of Electrical Workers Union Local 23.

Motion carried 3-0. Roll Call vote:

Ayes: Frethem, Johnson, MatasCastillo Nays: None

ADJOURN

Chair Johnson declared the meeting adjourned at 10:48 am.

ATTESTED TO:

Approved: _____
January 6, 2022

Approved: _____
January 6, 2022



**RAMSEY/WASHINGTON
RECYCLING & ENERGY**
CONNECTING VALUE TO WASTE

FACILITY & FINANCE COMMITTEE MEETING DATE:		January 6, 2022		AGENDA ITEM:		IV.	
SUBJECT:		Employee Referral Program					
TYPE OF ITEM:		<input checked="" type="checkbox"/>	INFORMATION	<input type="checkbox"/>	POLICY DISCUSSION	<input type="checkbox"/>	ACTION
SUBMITTED BY:		Joint Leadership Team					

FACILITY & FINANCE COMMITTEE ACTION REQUESTED:

Information only

EXECUTIVE SUMMARY:

Hiring employees into the Processor Helper position, the entry-level union position at the R&E Center, has been difficult over the last 18 months. The Joint Leadership Team, Facility Manager and Human Resources Manager have implemented various recruitment methods and programs to help with those staffing challenges. One such method is an employee referral program.

R&E recognizes that current employees are a key resource in the recruitment process. Generally, employees of an organization will only refer candidates for which they can truly vouch. Current employees understand R&E's culture and job requirements which can expedite the hiring process as it saves time in selling the position to candidates. Current employees also want to work with people they know they can trust and who have a good work ethic; therefore, employee referrals have historically resulted in quality hires. An employee referral program can also boost employee morale as employees feel good in contributing positively to their organization.

R&E's employee referral program applies to any "hard-to-fill" position as defined by policy. This definition applies to the Processor Helper position. Under this program, an employee referring an applicant for the Processor Helper position will receive \$500 after the hired applicant has completed 30 days of employment and another \$500 after the hired applicant completes six months of employment.

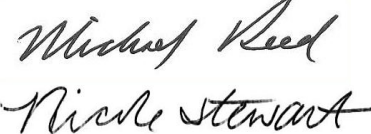

ATTACHMENTS:

1. Employee Referral Program Policy

FINANCIAL IMPLICATIONS:

Funding is available in the approved 2022-2023 Facility Budget.

SUBJECT: *Employee Referral Program*

AUTHORIZED SIGNATURES	DATE
JOINT LEADERSHIP TEAM	12/29/21
	
RAMSEY COUNTY ATTORNEY	
WASHINGTON COUNTY ATTORNEY	12/30/21
	

Personnel Policy Manual

EMPLOYEE REFERRAL PROGRAM

SECTION: Staffing & Employment Practices

EFFECTIVE: Jan 1, 2022

REVISED:

Purpose

Ramsey/Washington Recycling & Energy (R&E) recognizes that current employees are a key resource in the recruitment process as they may encourage qualified individuals to seek employment with R&E. The purpose of the Employee Referral Bonus Program is to provide an incentive award to a current employee who brings new talent to R&E by referring applicants who are subsequently selected and successfully employed in a hard-to-fill position.

Policy

Applicant - Applicants are persons not currently employed with R&E.

Referring Employee – Any current R&E employee is eligible to receive a referral bonus with the exception of the following:

- HR Manager/Assistant Facility Manager
- Facility Manager
- Selecting supervisor or other persons associated with the selection of the applicant

Positions - Positions eligible for this program must be determined by R&E HR Manager to be “hard-to-fill” positions.

The following factors should be considered when designating a position as “hard-to-fill”:

- how critical the position is to R&E’s operation and mission,
- the success of recent efforts to recruit applicants and retain employees in like positions,
- the availability in the labor market of well-qualified applicants for employment,
- recent turnover in similar positions,
- special qualifications needed for the position, and
- other unique factors that demonstrate difficulty in filling the position.

Referral Bonus Amount

- An employee may receive multiple referral bonuses, the total of which may not exceed \$3,000 in any year.
- Referral bonus payments are taxable income and will be paid as follows:
 - \$500 referral bonus awarded after new hire's first 30 days of employment,
 - \$500 referral bonus awarded after new hire's first six months of employment,

Referral Bonus Program Administration

The Referral Program operates in accordance with the following program requirements:

- Referral bonuses are awarded at the discretion of the HR Manager.
- Referral date cannot be earlier than the date the job vacancy is posted.
- The hiring of a referred applicant must occur within 180 days (six months) of the initial referral date.
- R&E will provide a form for completion and submission by either the applicant or the referring employee with the applicant's application indicating that the referring employee has made the referral.
- The first employee to refer an applicant will be the only referring employee eligible for payment.
- R&E will designate a position as "hard-to-fill" before the position is posted.
- Employees selected for eligible positions must be employed by R&E for at least one month before a referring employee may be eligible to receive a referral bonus.
- Referred applicants cannot be current employees of R&E in any capacity, to include temporary or contract employees.
- Both the referring employee and the referred applicant must be employed by R&E when any referral bonus is paid.
- The hiring process will be fair and consistent with R&E policy and procedures, with no bias for or against applicants whose selection might make another employee eligible for a referral bonus.