

Minutes
EMPLOYEE ADVISORY COMMITTEE
January 14th, 2014
Mayor's Conference Room
9:00 A.M.

The meeting was called to order by Cindy Porter at 9:00 am.

1. *ROLL CALL*

MEMBERS PRESENT:

Cindy Porter-Engineering
Britt Hubbard-Sewer System Tech.
Jackie Somerlott-Public Works Admin.
Scott Johnston-Waste Water Collection
Jorg Stefan Kidd-Building Maintenance
Jeremy Russell-Stormwater
Albert Ozuna-Streets
Raymond Brown II-Emergency Communications
Michael Manco-Waste Water Treatment Plant

MEMBERS ABSENT:

Cynthia Williams-Environmental Services*

*Excused

**Unexcused

OTHERS PRESENT: Sherry Anderson-Acting Human Resources Director
Tiffani Burk-Human Resources

2. *MINUTES*

A. Approval of minutes of December 10th, 2013

Motion to approve minutes by Jackie Somerlott with a second by Stefan Kidd.

Ayes: Porter, Hubbard, Johnston, Somerlott, Kidd, Russell, Manco, Ozuna, Brown

Nays: None Motion carried.

3. *OLD BUSINESS*

A. Employee Evaluations of Supervisors: Cindy Porter asked if we have any examples. Britt Hubbard said he got a lot of feedback and a lot of examples. He passed out some examples

that were given to him. Cynthia Williams and Jeremy Russell both had examples. Britt said in talking to people about evaluations. It seems like there is a lot of strong feelings on both sides of this issue. A lot of Supervisors are like Cynthia, they would like to know what their people feel that they may or may not be doing right. He said on the other hand a lot of employees say they don't want to have any part of it. Cindy said the people she talked to said their immediate thought was that it was to paint their supervisor in a bad light. She suggested that we take it from a teaching standpoint to help the supervisors improve. Michael Manco said the feedback he got, one was positive, another was negative because they are concerned if they put down the comments that need to be put down about their supervisor, then they are scared of retaliation. So the feedback has been both positive and negative. Scott Johnston believes that the employee's name should not be on it. Jeremy Russell explained an example of how an online evaluation works with a score instead of the exact wording from the employees. Then it will give suggestions on how to improve. The company is Halogen. It is Halogen 360 software. They have a whole system for supervisors, managers & regular employees. Cindy asked if this is a service that we would have to pay for. Jeremy said yes it is. Jeremy said these systems are not something that we want to just jump into. This should be a long term goal. We have to make sure our system is set up right. Britt said he believes there is training that has to be done prior to having a 360 program. Jeremy believes we should look into a whole system. Scott said everyone believes it is a good idea but they are afraid of retaliation and are afraid for their name to be on it. Jeremy said all the systems that he looked at that were successful did not have the employee put their name on it. Britt said a lot of the time you learn their handwriting even without their name and signature. Jeremy said that is why an online system would be better. Jackie Somerlott asked Jeremy if he is wanting to do this instead of evaluations or as well as. He said as well as; you would still have the employee evaluation. Jackie said this would be for supervisors and up. She asked what would the routing be? He said in the same manner as now. It would go to whoever does the evaluation at this time. He said he doesn't see anything wrong with the system now; it is just getting more feedback from another area. He said he read one that IBM uses. They don't tie the results to the yearly pay increase they just use them as a learning tool. Because when it is tied to the yearly pay increase it becomes political or vindictive. It needs to be separate. Cindy said she believes that the only way to make it fair is to make it completely randomized; by who does it and when they do it. Britt said you may have to set up a certain week or month that you accept these evaluations and it can be the same time every year. It could be a tool not tied to their evaluation. Jackie asked Jeremy when he researched these evaluations; what was most of the feedback on the supervisors, was it negative or positive? What was the majority? He said with it being random, it was never very negative. They used like 4 employees out of 12. He didn't really see anything that gave a percentage of how many gave bad feedback and how many gave good feedback. Scott said he believes it a good tool for the department because if you are a superintendent and you are doing an evaluation of a field supervisor and you just see what he does in the office because you are not out in the field with him. But the employees are out in the field with him and they could give the superintendent feedback on how well he is in the field. Mike Manco said I guess we need to figure out what format we are going to use. Cindy said she doesn't know if we are going to be able to do this. She believes that it is not going to get approved if we have to buy a system. Britt said we as a group need to decide what should be done and we can pass it forward to the City Manager. He said maybe the City Manager should come in to our meetings and we tell him our feelings about the evaluations. We can tell him that we think it will be a positive goal for the City. It is going to improve teamwork, the way people feel about themselves and their jobs. Jeremy said we could have a presentation of several options. Cindy suggested that everyone take the opportunity to look over the examples and pick their 3 favorites that would be best suited for the City of Lawton regardless of whether they cost money or not. Then bring them to the next meeting. We will then create our proposal. We can then invite the City Manager to the March

meeting and we can present our proposal to him. Jeremy suggested that we have a pilot position to start this off. Maybe we just start with field supervisors for the first year and see how it goes. If it doesn't work then we maybe can stop it and not go any further. Jackie explained her position and what she sees with the evaluations. She believes that there is good and there is bad and she thinks this should be weighed and thought all the way through to see if it going to benefit. She does agree that we need a pilot program. She is not sure she agrees with it but she does not necessarily disagree with it either. She said you also need to consider that you are creating more of a work load for other people. Jeremy would like to suggest May or June so we can have plenty of time and it would be before the fiscal year. Jackie said if he knows someone that is using this system, ask them to come be our guest at a meeting and we can talk to them. Jeremy said just make sure it stays on the agenda for the next few months so we can present any new information that we receive. Albert thinks this could backfire on employees. He said we need to be careful. Cindy said the intention is to make things better. Stefan said it needs to be explained very well to both sides so they can understand the way it is going to work. Albert said some divisions have a lot of people and if you have a lot of unhappy people, it is not going to be good. Cindy said we should use this as a corrective training tool to help train them to be a better supervisor. There was a discussion about training classes. Jeremy asked if we pay for classes that we go to at V-Tech. He was told yes we do pay for those classes. He said we don't have specialized classes for supervisors. Jackie said yes our supervisors do attend specialized training classes. We have several things in place for our supervisors to attend leadership classes. Jackie said it sounds like there are things going on in certain divisions and she said there is a grievance program in place. Sherry said that is Jim's point, that negative and positive, there are channels to address both. Ray Brown said he believes that the people in his division are not interested in the grievance program at all. Jeremy agrees that employees don't believe in the grievance process. Some of the members believe the grievance process is not confidential and it should be confidential. They discussed letting the employees know how the grievance process works. If there is a problem, all employees need to know that they have an option to file a grievance. Scott said the employees are afraid of retaliation. Ray said you should also be able to give feedback about your supervisor when there is nothing wrong and on the condition of anonymity. Jeremy said this 360 program should snow ball down to the general employee. Eventually it could be used for all evaluations, so a co-worker can tell the positive things about his fellow employee. Like, I like working with this guy, he is a good worker and I believe he would be a good supervisor in a few years. He thinks this could help people to want to stay with the City of Lawton and help them improve themselves and help improve the work atmosphere. Cindy said she thinks we do need to look into this some more but also we need to look into having grievance process training of some sort. Maybe we have some kind of class about the process. Britt said he would like the grievance training on the agenda for the next meeting.

B. City Bucks: Sherry said she has been working with Cynthia and Jim on the City Bucks. Jim said that we already have longevity in place. His question is; is the intent of the City Bucks to be for all employees or for those that do not get longevity. Sherry said she asked Cynthia that question and she said that she would like it to be for all employees but if it can't be for all, then we could have it for everyone that does not already receive longevity. Albert said it probably would be easier that way. Cindy said it makes since, eventually we are not going to have employees that get longevity. They are starting to retire off. It will eventually replace longevity. Jeremy asked if we can find out about how long it could be before longevity would be gone and all of those employees are retired. Sherry said she could at least find out how many employees are receiving longevity. Mike Manco said he was asked by some employees to ask if longevity could be brought back. Several members said no, they will never do that. Sherry said Jim said he would not go for it for everyone but for those that don't already receive longevity

that is a possibility. He has not presented it to Bryan yet. Sherry asked who is going to track how much has been used of your bucks. She asked if the Parks and Recreation department been asked if they would be able to accept these bucks. Cindy said we definitely need to talk to that department. Jackie said we could give them in five dollar increments. Sherry said she can email the last draft to the members and if everyone is ok with it. Then she will show it to Jim.

4. NEW BUSINESS

A. Consider Employee Spotlight Nominations: Cindy said all members have the copy of James Bearbow's (Streets) nomination, he was nominated by the Sewer Rehab Division. She said we also have another nomination and she read the nomination form. Cindy, herself nominated Stefan Kidd (Building Maintenance). Motion to accept the nominations of James Bearbow and Stefan Kidd for the Employee Spotlight Award by Jackie Somerlott with a second by Albert Ozuna. Ayes: Porter, Somerlott, Manco, Ozuna, Brown, Johnston, Hubbard, Russell Nays: None Abstain: Kidd

B. Review January Employee Newsletter: Cindy told about the first story in this month's newsletter. The story is about the clothing and blanket drive. They discussed with Stefan about donations and where we can donate items for people in need. Stefan said he was told by someone at the C. Carter Crane shelter that they were always in need of new pillows. Cindy briefly covered the other articles. She asked if anyone has an event that they want to share. She also asked for pictures from the Frost Ya Fanny. If you have anything just email her after the meeting. Cindy said she and Teresa Crabtree are starting a quilting group. She invited anyone who is interesting to come join their group. Albert said he would like something in next month's newsletter about the loss of a City of Lawton retiree H.D. Woodall. He worked for the City for 42 years. Mike Manco would like something put in the newsletter about the employee that was injured at the WWTP. His name was Robert Lopez. We were very close to losing this employee. He would like to have him mentioned. He would like just a brief welcome home to him and hope for a speedy recovery. Cindy asked Mike to send her an email with information about him. She asked if we had his permission and Mike said he had already asked him. She said she would put something in about him.

5. COMMUNICATION/DISCUSSION

A. Scott asked if something could be done to fix the employee parking lot. Several employees have gotten flat tires because of the pot holes in that parking lot. He was wanting to know if they could get it paved or just the holes filled. Albert told him to call the Street division. Scott said he was told to bring it up in the EAC meeting. Jackie asked what parking lot are they talking about. They said the public works parking lot that they all park in. She said she will bring that up.

B. Jeremy asked if City employees get a discount if we buy computers or laptops from Dell. Cindy said you will have to contact Therese from IT.

C. Cindy said she has been in contact with Steven Greb from the Attorney's office about awarding police officer's the spotlight award. Sherry said Jim said he has talked to the Police Chief and they are supposed to come up with their own program to recognize the police officers. Cindy said ok then she will not bother Steven anymore about it.

D. Mike Manco said this is his last meeting as an EAC member. He is now a Supervisor at the plant so he is stepping down as an EAC member. Cindy said she will notify Traci Hushbeck in the Clerk's office. Traci will put out an email notifying the employees that there will be an election. She asked Mike if he would let the employees at the plant know that there is a vacancy if any of them are interested. Thank you Mike for your service and we will miss you.

6. *ADJOURNMENT*

A. Motion to adjourn by Mike Manco with a second by Stefan Kidd

Ayes: All Nays: None Motion Carried

Meeting Adjourned at 10:05 am