

Minutes
EMPLOYEE ADVISORY COMMITTEE
October 20th , 2014
Mayor's Conference Room
1:00 p.m.

The meeting was called to order by Jackie Somerlott at 1:10 p.m.

1. *ROLL CALL*

MEMBERS PRESENT:

Jackie Somerlott – PW Admin
Albert Ozuna-Streets
Sir Allen (Chew) –Wastewater Collection
Linda Wellhouse - Auditing
Judy Franco-GIS

MEMBERS ABSENT:

Britt Hubbard – SSC*
Jeremy Russell – Stormwater Management**
Jorg Stefan Kidd – Building Maintenance**
Eugene Ross – Landfill**

*Excused

**Unexcused

OTHERS PRESENT:

Jim Russell- Assistant City Manager
Sherry Anderson-Assistant HR Director
Sue Smith-Human Resources

2. *MINUTES*

A.

Approval of minutes of September 9th, 2014

Motion to approve minutes by Chew Allen with a second by Albert Ozuna .

Ayes: Somerlott, Ozuna, Allen, and Franco

Nays: None Abstain: Wellhouse Motion carried.

3. OLD BUSINESS

A.

Consider Revision of Administrative Policy 3-12:

No discussion.

B.

Pay Scale Update:

Russell said he will meet with the City's consultant, Mr. Bates. He said it shouldn't take too long to do this once he finds out which cities we want him to compare us too and give him a list of the positions we want him to compare with. He is going to take our positions and match them up with other cities. It's not going to be a hundred percent salary survey; it is going to be a random access. Based off of our job descriptions and job titles he will match them up as close as he can with other cities and look at their job descriptions and then compare their salaries. He will give us the salary differences, either high or low, and that will give us something to shoot for in terms of how we want to adjust the City's salary. Russell said this will not be a job for job comparison because a lot of cities don't do the same things that we do and visa versa.

Anderson said another question the EAC had was to have a goal of this being ready during budget preparation. Russell said the intention is to have this ready by the end of the year so the City Manager can have it in his hands for next year's budget and the EAC will be given a copy also. He said if the EAC wants to talk to the City Manager about next year's budget, they should make an appointment in December or January so he can have time to incorporate their suggestions in the budget. Russell said as soon and he and Anderson have a meeting with Mr. Bates he can send the EAC an e-mail to update them.

C.

Review Election Categories:

Wellhouse asked what the election categories were. Somerlott said these are the categories that each of them represent. She said this is just to go over who everyone represents and the positions in each department. She said this was for the new EAC members. Franco said she wanted an updated list. Wellhouse said she thought she was Clerical but Jeremy e-mailed her. Anderson said that Wellhouse was Technical but actually she belonged to clerical and her division is under clerical. Somerlott said a lot of the classification came from your physical job location. She said to communicate with the people in your area; you would want to know the position name and category. Somerlott also stated that any of the EAC members may e-mail or notify any employee of what is going on. Anderson said she can get a new list from IT and will bring it to the next meeting to hand out. Somerlott said those can be passed out at the next meeting without putting it on the agenda.

D.

Morale Fund:

Somerlott said she would like to table this until the next meeting.

Motion was made to table the Morale Fund discussion by Somerlott with a second by Wellhouse.

Ayes: Allen, Franco, Ozuna, Somerlott and Wellhouse
Nays: None Motion carried.

4. NEW BUSINESS

A.

Choose New Chair:

Wellhouse asked what the duties of the Chair are. Russell said the duties for the Chair of this board is to oversee the meetings and outside of this meeting everyone has the same responsibilities to communicate to their employee group. He said when you go in front of the City Council the person making the presentations and speaking is usually the Chair. Russell said that the Vice Chair would take over if the Chair wasn't able to attend a meeting. He said he would suggest choosing someone who has a schedule in which they can attend all or most of the meetings. Wellhouse asked Somerlott if she would like to be Chair. Somerlott said no but maybe Vice-Chair. Wellhouse said that it should be someone who has been on the EAC for awhile. Allen said he is too busy in his division and would not be able to be Chair. Somerlott said she would like to table this until the next meeting. She said she would like to read the duties of the Chair and see who would like to commit to perform the duties. She also said she would take responsibility of ask those who were not at the meeting if they would like to be the Chair. Russell also suggested having an electronic vote if the by-laws don't prohibit it. He said that may be something to explore if you find a problem with no quorums.

Motion was made to table choosing a new Chair until the next meeting by Somerlott with a second by Allen.

Ayes: Allen, Franco, Ozuna, Somerlott and Wellhouse
Nays: None Motion carried.

B.

Go Over Chapter 17 With New Members:

Somerlott said she would like to table this until the next meeting when everyone is there.

C.

Changes to Chapter 17:

Anderson handed out the list of division categories to change that were made by Somerlott and Porter. Anderson said this would be a good time to make the changes in Chapter 17 to read "Employee Spotlight Award" instead of employee of the month and year. Anderson handed out copies of the changes for 17-2-11-242 Employee Incentive Programs and 17-1-6-165 Other Leaves. She said these changes will need to go to Council. Anderson said Tim Wilson said these two changes and the changes to the division categories are okay with him if the EAC board agrees. Anderson said the only item missing in the Clerical #2 category is Landscaping Maintenance clerk in the Park & Rec Department. Somerlott said Anderson will bring copies of Chapter 17 with the changes to the next meeting.

Motion was made to the accept the changes to Chapter 17-2-9-202 with the exception to add Landscaping Maintenance clerk to Clerical #2 by Somerlott with a second by Wellhouse.

Ayes: Allen, Franco, Ozuna, Somerlott and Wellhouse
Nays: None Motion carried.

Motion was made to the accept the changes to Chapter 17-2-11-242 and 17-1-6-165 by Ozuna with a second by Allen.

Ayes: Allen, Franco, Ozuna, Somerlott and Wellhouse
Nays: None Motion carried.

D.

Consider Employee Spotlight Nominations:

There were four employees nominated for the Spotlight Award. Somerlott said that they have to consider the employee going above and beyond their job duties. Allen asked if they were voting on one of the nominees and Somerlott said unless you feel more than one should be chosen. Anderson said they could choose more than one. Somerlott said the employees will receive their certificate at the November 11th Council meeting. She also said that the EAC members need to be at this Council meeting to show their support. Somerlott said she would let the directors and superintendents know who has been selected.

Motion was made to choose all four employees for the Employee Spotlight Award by Ozuna with a second by Wellhouse .

Ayes: Allen, Franco, Ozuna, Somerlott and Wellhouse
Nays: None Motion carried.

E.

Review October Employee Newsletter:

Somerlott said the Employee Newsletter has already been published so there doesn't need to be any discussion on this.

F.

Safety Training and CEU Classes:

Anderson said everyone was talking about CPR classes and that the class had only eight openings and it was a very difficult class to attend. It was suggested at the last meeting to have the Fire Department teach the class here at City Hall and more people could attend. She said Jim Russell told her that the problem in the past was the Fire Department doesn't have the time to teach the classes. Anderson said they may be able to look at it again since they added some positions in the Fire Training division. Anderson said that the City could start using Deer Oaks more often for the Stress classes and other classes they offer. Somerlott asked if these classes can be given anywhere, such as Public Works or City Hall. She said a lot employees work many different shifts and maybe having a simulcast class would be a good idea. Somerlott said this will go on the agenda for the next meeting.

G.

Elect Member for the Lawton-Ft. Sill 4th of July Celebration:

Somerlott said she would like to table this until the next meeting to learn more about it.

Motion was made to table electing a member for the Lawton-Ft. Sill 4th of July celebration committee by Somerlott with a second by Ozuna.

Ayes: Allen, Franco, Ozuna, Somerlott and Wellhouse

Nays: None Motion carried.

5. COMMUNICATION/DISCUSSION

- A. Ozuna said an employee in his division asked him if a Cement Finisher was eligible to have a random drug screening. Russell said all City employees are eligible for random drug screenings. He said three years ago all of the City employees were made eligible. Somerlott suggested the divisions talk about policies in their monthly meetings as a reminder.
- B. Russell asked how the Brown Bag Lunch event was. Wellhouse and Ozuna said they attended and a lot of employees were there. Wellhouse said there were many questions asked. She said one question asked was about the 10% raise in health care. Russell said that was because the health insurance is below \$100,000 and that is employee 10% and the City 10%. He said both the City and employees were increased 10%. Wellhouse said another question asked was about the City Bucks and employees gave suggestions of other ways to use them. She said two other suggestions at the lunch were to give employees another holiday and general employees would like to be considered as safety personnel. She said the City Manager said the Brown Bag forums are an opportunity for the EAC to communicate with the employees and he would like the EAC to take over and plan the Brown Bag Lunches. Somerlott said this will be put on the agenda for the next meeting.
- C. Ozuna said one employee in his division couldn't get a hunting license at License and Permits division using his City Bucks. Franco said if it is on City land then he will have to get it at the Lakes division. Somerlott told Ozuna to have the employee call Jim Bonnarens at the Lake Division to find out about the license.
- D. Somerlott said the City Bucks were not put in place to take the place of cost of living, longevity or merit increase. She said this was a gift to those employees who did not get longevity. She said this was just an incentive given to the employees and created by the EAC and not from the City Manager's office. Somerlott said that people worked hard to get these in place. Allen said he understood but the morale of the employees is low and they want the same recognition as the Police and Fire. He said they don't feel like an entity of the City of Lawton. Allen said the problem is the people who were given these don't hunt, fish, or go camping. Wellhouse asked him if they belong to any team sports. Allen said not really. Somerlott said the EAC implemented the City Bucks and the Spotlight Awards. She said she hopes this will be a start to do more. Allen said a lot of the people are suggesting using them at

Animal Welfare and for Utility Collection. Franco asks what happens when the City Bucks expire while they are working on the technical problems with them. Somerlott said she doesn't think they can be changed before the next fiscal year. She said a certain amount of money was budgeted for this fiscal year for these. Ozuna had suggested using the City Bucks at the City auction. Somerlott said she had a list of several uses for them and will discuss it when they are issued again.

6. *ADJOURNMENT*

A.

Motion to adjourn by Albert Ozuna with a second by Jackie Somerlott

Ayes: All Nays: None Motion Carried

Meeting Adjourned at 2:40 pm