

Minutes
EMPLOYEE ADVISORY COMMITTEE
December 9, 2014
Mayor's Conference Room
9:00 a.m.

The meeting was called to order by Jackie Somerlott at 9:00 a.m.

1. *ROLL CALL*

MEMBERS PRESENT:

Sir Allen (Chew) –Wastewater Collection
Judy Franco-GIS
Britt Hubbard – SSC
Albert Ozuna- Streets
Jeremy Russell- Stormwater Management
Jackie Somerlott- PW Admin
Linda Wellhouse - Auditing

MEMBERS ABSENT:

Kidd, Jorg Stefan- Building Maintenance**
Ross, Eugene- Landfill**

*Excused

**Unexcused

OTHERS PRESENT:

Sherry Anderson-Assistant HR Director
Sue Smith-Human Resources

2. *MINUTES*

A.

Approval of minutes of November 11, 2014

Motion to approve minutes by Jeremy Russell with a second by Britt Hubbard.

Ayes: Allen, Franco, Hubbard, Ozuna, Russell and Wellhouse

Abstain: Somerlott Nays: None Motion carried.

3. OLD BUSINESS

A.

Choose new Chair:

Somerlott asked if there were any nominees or did someone volunteer. Russell said that Wellhouse volunteered to be the Chair. Somerlott asked Wellhouse if she was still interested and Wellhouse said yes if the other members would stand beside her when she goes to the Council meetings. Somerlott said that the board members would all be there. Somerlott said she knows it is difficult to go home after work and then go back to the Council meetings but she hopes everyone sees the importance to be there for EAC issues. She said the EAC needs to make themselves visible and supportive.

Motion was made to select Linda Wellhouse as Chair of the EAC by Hubbard with a second by Russell.

Ayes: Allen, Franco, Hubbard, Ozuna, Russell, Somerlott and Wellhouse

Nays: None Motion carried.

B.

Pay Scale Update:

Wellhouse said Anderson sent everyone an e-mail on the cities chosen. Anderson said she hasn't heard anything back from Michael Bates. Somerlott said there was a document sent out recently about a survey on job requirements and if there was any additional information to be added on the job duties and she asked if that was part of this survey. Anderson said that must be something else. Wellhouse said Anderson also gave everyone a list of the different positions they were going to look at. Anderson said yes that they were trying to do a variety of positions such as high and low paying positions and different divisions. Wellhouse asked if there were any more questions and there were none. Russell said the employees asked what cities they used to determine the City Manager's, Assistant City Manager's pay. He said the employees heard they used cities like Dallas and Oklahoma City for the exempt employees. Anderson said she will find out if they need to make a formal request to find the answer for this. Wellhouse asked what the police and fire use. Anderson said their unions like to use different cities than we use. Russell said he will go forward and make a formal request if the committee wants him too. Hubbard said yes to make the formal request. Russell said he is not trying to butt heads but he wants to give the employees an answer.

C.

Morale Fund Update:

Wellhouse said the last time they talked about this was for a Christmas party but it is too late for that and then having a picnic. Somerlott asked about the picnic. Franco said they were concerned about the donations for door prizes but now she knows there is no problem getting those then the picnic is a good idea. Somerlott agreed and asked how everyone felt about the City picnics. Wellhouse asked where they have had them before. Somerlott said the last one was at Lake Letra and there was a good turnout. She said it is a good way to meet other employees. Franco said she thought it was in June or July. Somerlott said maybe they could have it in September when it isn't so hot and there may be a better turnout. Allen asked if it would be at Letra or the City lake house. He said there will be more restrictions getting on to Ft. Sill to go to Letra. Somerlott said they may open it up for the City employees for the picnic. Wellhouse said that if there is an

event then the City management could contact Ft. Sill and let them know and there wouldn't be a problem getting in. Franco asked if the employees paid to go there. Somerlott said she thought maybe a small fee but couldn't remember. Hubbard asked if there was anything they could add to the Employee Spotlight besides the days off. Somerlott thought that was a good idea and she remembered years ago that there was some money given to the employee. Anderson said it was called script money and you could spend it at the mall. Somerlott said they could give a prepay VISA gift card. She said it would have to be something they could do all the same thing. Anderson said there were donations also from different businesses such as dinner gift cards. Somerlott asked what is needed to get donations. Franco said in the past they would make phone calls and take a letter written by the City Manager saying what the purpose was for and the business would give them a certificate or gift card. She said afterwards they would send them a thank you note. Somerlott asked would the EAC implement this in January or the new fiscal year. Wellhouse said January would not give them enough time. Allen said do this starting in the new fiscal year on July 1st. Wellhouse said she could get a letter from the City Manager. Somerlott said everyone could get a copy of the letter and could start now in getting donations and if they get extra donations then they could put it towards the picnic. Hubbard said the donating business needs to be recognized at the Council meeting also.

D.

Discuss Document for Recommendations for Changes to Chapter 17:

Russell said at the end of January they need to have the proposals ready and set up a meeting with the City Manager. Hubbard said they need to propose any changes or additions they would like for Chapter 17. He said they need to give that to Anderson and she gives it to the City Manager who has thirty days to meet with the EAC. Hubbard said then the City Manager is required to take the changes or suggestions the EAC has proposed to the City Council. Wellhouse asked if this was the changes just to Chapter 17. Anderson said yes that any changes to Chapter 17 need to go through H.R., the City Manager and to the City Council for approval. She said the Admin Policy changes can go through the City Manager who can approve it. Russell said the City Manager doesn't need to accept their proposal to Chapter 17 and take them to the City Council. Hubbard said that the City Manager has to pass their proposal on to the City Council but he doesn't have to accept them or comment on them. Wellhouse asked if there was a rough draft of the proposals. Russell said he hasn't gotten any feedback from the employees. Hubbard said they have talked about changes to the TTD. Anderson said that is an Admin Policy. Anderson said the EAC talked about the Leave Bank Policy and an appeal process and those are Admin Policies. Somerlott asked if employees were having a problem with these. Russell said no and they were suggestions from Payroll and Candy Brown, Safety and Risk Officer. Russell said the items on his draft proposal were 17-1-1-102 number 29 is adding grandfather and grandmother, allowing general employees to use their accrued sick leave for thirty percent of their paycheck while on OJI, and employees cashing out their sick leave and comp time if they have over a certain amount like police and fire. Somerlott said she was concerned that some employees wouldn't have any time left if they cashed out their leave time and had an emergency and needed time off. Hubbard said maybe they need to find a balance of time that they need to have saved before cashing out. Somerlott said yes. Wellhouse said everyone needs to go over Chapter 17 to see if there is anything else that needs to go in the proposed document by the next meeting. Hubbard asked Russell if he could get the total hours that police and

fire have for their comp time and sick leave before cashing out their time. He said maybe everyone could e-mail each other and see what they could agree on. Anderson asked about the list that Somerlott and Porter came up with that would clean up the occupational groups and the divisions that are included in each one in Chapter 17. She also said change the wording from Employee of the Month Award to Employee Spotlight Award. Somerlott said yes the wording needs to be changed. Anderson said landscape maintenance was not on the list and that needs to be added in.

Russell said that another item on his list is change all leave time to PTO. Anderson said they tried to change that before and she didn't know what happened with it. Russell said the only problem that he sees with it is everything is calculated different. Somerlott said it would change everything including your retirement. Anderson said maybe the process to convert it over would never work out and that is why they didn't go through with it. Hubbard said it would affect the abusive time off. Russell said a lot of employees don't want to use their sick leave and can't call in and use vacation time. He said it is your time you have earned and should be able to use it. Allen said he thinks it would be good to use PTO and have the regulations that if you abuse it then the employee could get a letter as they do now. He said they can still calculate it separately as sick leave and vacation time. Hubbard said he would like this in the proposal. Hubbard said this couldn't happen if they proposed the cash out item. He said they would have to change the wording and make the minimum hours accrued before the cash out or higher to include both vacation and sick leave. Allen asked if this will affect payroll. Franco said yes payroll and IT will have to change it and this would be different from police and fire since they have different amounts. Somerlott said when you leave the City you are paid at different rates for sick leave, vacation and flex and it would have to remain separate for that reason. Hubbard said if we leave everything the same and just change the wording of how sick leave and vacation can be used then payroll or IT wouldn't have to make any changes. Somerlott asked if the timesheets would stay the same. Hubbard said yes. Somerlott suggested to change the wording in the policy so that an employee can use whatever leave time he or she wants for any time off and make it easier. Wellhouse asked if this will change the amount of notice you need to give to take off. Anderson said the only place in Chapter 17 that says amount of notice is a two week notice for vacations or approval of your supervisor. Russell said instead of lumping everything into PTO, then changing the wording to say an employee can use any leave time for any time off and keeping all leave time separate. Hubbard said he thought they could leave most of the procedures in the policy to prevent abusing the sick leave. Russell said another item on the list is to allow an appeal time for the employees to use the Leave Bank and employees to donate their leave time to another employee. Anderson said donating leave time to an employee is in the policy but the employee must be approved first. Russell said the last item on his list is to amend 17-2-9-215. He said this says that the City Manager needs to notify the EAC of any changes made in Chapter 17. He said to amend this to include Administrative Policy, numbers 1-3, 1-4, 1-5, 1-6, and 1-7 and all in Section 3. Russell said these items actually affect the employees and to give the EAC thirty days notice of the changes. Russell said this proposal needs to be in a Council agenda format and he would type it up. Hubbard said they can approve it at the next meeting. Russell suggested having a workshop meeting before the next EAC meeting on January 13th. Somerlott said they could combine and special/ workshop meeting if they need to work some things out.

E.

Update on Accepting donations to Give Away to Boost Morale:

Franco said she talked to Tim Wilson in Legal and Linda in Auditing and they said it was fine but just make sure you write down who gave the donations, what it was and who was awarded the prize. Somerlott asked for more information on this. Wellhouse said it was suggested to have giveaways at the Brown Bag Lunches so that employees will be more excited about this event when word got out that there were prizes and this would boost morale. She said that Franco talked about the picnics in the past with giveaways and everyone liked that. Wellhouse said there could be two prizes given at the Brown Bag Lunch like one at 11 and one at 1. Somerlott asked if the EAC would do the drawing. Wellhouse and Franco said yes.

4. NEW BUSINESS

A.

Choose Member for Health Committee to Replace Doug Stamper:

Anderson said Stamper was an alternate for Albert Ozuna. Somerlott asked if this needs to be an EAC member. Anderson said no, but the person needs to be appointed by the EAC. Somerlott said she would ask Cindy Porter to put in the newsletter of any employee who would be interested in being an alternate for this committee.

B.

Consider Employee Spotlight Nominations:

Anderson said Charlotte Brown from License & Permits division was nominated for the Employee Spotlight Award. Somerlott asked what Council she will be given the award. Anderson said the next meeting is December 16th.

Motion was made to nominate Charlotte Brown for Employee Spotlight by Russell with a second by Somerlott.

Ayes: Allen, Franco, Hubbard, Ozuna, Russell, Somerlott and Wellhouse

Nays: None Motion carried.

C.

Brown Bag Lunch Planning:

Wellhouse said that the City Manager wanted the EAC to take ownership of the Brown Bag Lunch. Anderson said what she has been told is that the EAC may want to pick the place it should be held. She said that the City Manager's office will still go to the lunch and be involved and answer questions. Hubbard said this was set up by the City Manager and he needs to take ownership of it. He said that this was set up so the City Manager can find out what the employee's are saying and that is something he wanted to do and he feels it is something he should continue to do. Hubbard said he is afraid that eventually there will be no participation from the directors and assistant directors to show up and answer questions if the EAC takes this over. Russell agreed. He said in the beginning the City Manager said he wanted to be in the trenches and talk to the employees and he would talk to the directors at the director's meeting and let them decide where they want to have it, set it up and host it. Russell said now the directors don't want to do this so if they want this to die then that will happen. Hubbard said if the City Manager doesn't want to do this

anymore then that is his decision. Somerlott said if they want to do this then the Library would be a good place. Russell asked who would want to take this over. Somerlott said she doesn't have the time during her work day to do this. Russell said the EAC may want to put the effort to do something like this later. Wellhouse suggested the EAC may want to have something like this and use the morale fund. Hubbard said he would like to encourage the City Manager to keep doing because it is important. He said do this semi-annual. Somerlott said she considered this event like a gift and she wishes they would continue to organize this. Ozuna suggested to take a break for several months and then have the Brown Bag Lunch again. Franco said the EAC could have a quorum on the proposals they are offering after they have given it to the City Manager and answer any questions the employees may have. Hubbard said the EAC could participate in the Brown Bag Lunches but he feels they should not be leading it.

Motion was made whether to plan for the next brown bag lunch by Hubbard with a second by Somerlott.

Ayes: Somerlott and Wellhouse

Nays: Allen, Franco, Hubbard, Ozuna and Russell. Motion to not plan for the next Brown Bag Lunch carried.

5. COMMUNICATION/DISCUSSION

Wellhouse suggested the EAC choosing a division once a month and giving them a pizza lunch and could take that out of the morale fund.

Somerlott said Cindy Porter went the Fourth of July Celebration meeting. Russell said that Cindy was the employee representative. Somerlott said that it was requested that an EAC member be on that committee also. Wellhouse said she heard the City was spending \$65,000 on this event but she doesn't know if this correct. She asked if someone could find out for her. Somerlott said she would ask Cindy Porter who attends the committee meeting. Russell said he heard the funds are coming from the Hotel-Motel tax. Russell said he doesn't feel the EAC should be on this committee. Somerlott said anyone can go to this committee meeting. Russell asked if anyone takes minutes for this meeting. Somerlott said she didn't know and would ask Porter.

Russell asked everyone to see who would like to take his position on the EAC. He said he didn't want to leave the employees he represents without an EAC Rep.

6. ADJOURNMENT

A.

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

Ayes: All Nays: None Motion Carried

Meeting Adjourned at 10:45 am