

Minutes
EMPLOYEE ADVISORY COMMITTEE
February 11th, 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
Cynthia Williams-Environmental Services
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

MEMBERS ABSENT:

Raymond Brown II-Emergency Communications*

*Excused

**Unexcused

OTHERS PRESENT: Sherry Anderson-Acting Human Resources Director
Tiffani Burk-Human Resources
Kim Shahan, Parks & Recreation Director

2. *MINUTES*

- A. Approval of minutes of January 14th, 2014
Motion to approve minutes by Jackie Somerlott with a second by Stefan Kidd.
Ayes: Porter, Hubbard, Johnston, Somerlott, Kidd, Russell, Ozuna,
Nays: None Abstain: Williams Motion carried.

3. *OLD BUSINESS*

- A. Employee Evaluations of Supervisors: Cindy asked if anyone had anything knew. Jeremy said Shannon Day said she worked at a place that used these evaluations. He

said she would probably be a good source of information. Cynthia said Shannon had reiterated that the intent was to grow and was not to nitpick or have anything negative. Cindy said as long as we approach this as a growth stand point then it will be a positive thing. She said she guessed they were going to get some more information and wait another month before they decide anything. Sherry said he has more input from Jim Russell. She suggested that before they go any further or spend much more time on it, you should have a meeting with him to discuss it. He is still not on board with this type of thing. He has wanted for a long time to redo the evaluation process and form. He also said that these supervisor evaluations are not necessarily objective. But they do work well if they are administered by a third party and that would cost money. He is willing to meet with anyone to discuss it. Jackie asked if they are in the process of redoing the evaluations forms. Sherry read an email that Jim had sent her regarding this subject. It did not say that they were in the process at this time. Jackie asked who would redo the forms. Sherry said when Chuck was here, they had a committee that worked on those forms and process. She said they probably had EAC input. Jackie said maybe we can get this done at the same time. Cynthia said if it is a money issue, it is budget time. Sherry asked if a couple of the members are interested in meeting with Jim about this. Cynthia asked if he could come to an EAC meeting so he could hear the entire committee's feelings. She feels that it is important for him to hear everyone's voice. Jackie said you might call a special meeting because the budget meetings are going on right now. Britt said Jim is talking about evals. He said this really isn't an eval as far as employees. This is more of a training tool. It almost falls into training as far as supervisors. Britt said he doesn't believe that changing the employee evaluation process and/or forms has anything to do with these Supervisor Evaluations that we are talking about. Jeremy said that the software that he is looking at has employee evaluations along with the supervisor evaluations set up in it. So maybe they can blend the two things together. If Jim is wanting to change the employee evaluations and we are wanting to add the Supervisor evaluations. If both parties want things then maybe it can be done together. Cindy suggested to Jeremy that him and Jim work out a date for a special meeting and invite the remaining members. Jeremy asked input about days and times. Jackie and Cindy said they both like the 9:00 time. Cindy said she believes we have to file a special meeting notice 48 hrs prior to the meeting. Cindy asked the members to look over the Halogen software.

4. NEW BUSINESS

- A. Labor & Trades #5 Position: Sherry said we had two employees file for this position. Michael McCollum and Eugene Ross both from Solid Waste Disposal. Cindy said we will invite those two gentlemen to the next EAC meeting and ask them to provide us with a brief biography. Jeremy said Justin Pitts is their supervisor, if anyone wants to call him and ask about the employees.
- B. Grievance Training: Sherry said she mentioned it to Jim but she didn't know who they wanted to attend the training. Cindy said she thinks it should be supervisors and clerical staff. The clerical staff needs to know what to do with the paperwork and the need for keeping it confidential. Jeremy said can we have it as a tiered training like we do with the gas pumps. It is important for the supervisors to know but it is also

important for the employees to know. They don't know how the grievance process works. Scott agreed and he said that the employees are going to be your biggest majority of the people who files a grievance. Cindy suggested that since we are having mandatory insurance open enrollment, that we have someone hand out information and answer questions about the grievance process at the enrollment. We could all volunteer as a an EAC representative to take turns sitting in during open enrollment to answer questions not only about the grievance process but about anything that the employees might need to ask an EAC Rep. It could be a meet and greet for the employees and the EAC members. Cindy said we do need to have training first. Jeremy said we do need to have training about the grievance process like they have about the gas pumps. Scott said this is a tool for the employees to know about. Jeremy thinks that it could be presented during the safety meetings, not a special meeting just as another piece of information given during the safety meeting. Cindy said it should be a vague overview and then they could be told that if they have more questions they can contact an EAC member or Human Resources. Scott said that the EAC members need to go to this training so they will be able to give the correct information to the employees. Cindy said maybe the safety representatives should go to this training also. Jackie said the most important thing is to ensure that employees are not afraid to file a grievance. Cindy said she does want to stress the chain of command. Cindy said she does want to have this training. She wants the Supervisors, Clerical, EAC members, Health Committee members and Safety Representatives to all attend the training. She said she will set it up with Tanya Riley to get a table set up for the EAC Members at Open Enrollment.

- C. Consider Employee Spotlight Nominations: Cynthia nominated Trudy Kastner from Human Resources for the Employee Spotlight Award.

Motion to accept the nomination of Trudy Kastner for the Employee Spotlight Award by Jackie Somerlott with a second by Jeremy Russell. Ayes: Williams, Porter, Somerlott, Kidd, Ozuna, Johnston, Hubbard, Russell Nays: None Motion Carried

- D. Review February Employee Newsletter: Cindy asked the members to review the newsletter and get back with her before Friday if they have anything that needs to be added or changed.

5. *COMMUNICATION/DISCUSSION*

- A. City Bucks: Cynthia said Kim Shahan is here with us to help discuss the City Bucks. She said she talked to him and he is in support of the general idea of having City Bucks that can be used for different programs that are stated in the appendix. One of his concerns is that it might decrease a little bit of the revenue that is coming in. However increasing activity may also generate some also.

Sherry said she wanted to let them know because they had been asking: We have 152 general employees receiving longevity.

Cindy said she likes this City Bucks. She said a lot of these activities that we can use our City Bucks on are good for the health and wellness of our employees. Britt said some employees are asking why they are excluding the employees that already receive longevity. They think everyone should get these City Bucks. Cindy said we are trying to create something to replace longevity. If we could give everyone longevity we would but we can't. Britt said we can give this to all employees if we want to. Cynthia said we tried to go forward with this for everyone and it has been denied for everyone. It will only be approved for employees who do not receive longevity.

Sherry said she and Jackie got an email from an employee that said they would not use these City Bucks so what would they get in place of it? Cynthia said this is to encourage those who don't use the things to try them. Jeremy said as far as revenue lost, he thinks that someone who uses the City Bucks for a camping permit will then probably have to buy their fishing license. So it will equal it out. Kim Shahan said before this goes forward he would like it clear what specifically the City Bucks could be used for. Kim said he believes if the city is offering a program and we want to allow employees to pay for their portion of that program with City Bucks then they should be allowed to do so. He said he is all for this, he just wants it all spelled out what they can be used for. Cynthia asked if an employee receives \$150.00 in City Bucks, could they not use all of their bucks to pay an entry fee for their entire team even if the rest of the team is not city employees. Kim said that is something that really has to be looked at because in time you could affect the budget. It could affect the general budget. He thinks that needs to be looked at before you present this. Cindy asked if everyone likes the way the City Bucks policy is written out now. Britt said no he doesn't like the way the years are spread out. He said longevity tops out at 20 years. He thinks it should have 4 to 5 steps total. He thinks that at 4 years, an employee receiving \$25.00 in City Bucks is a slap in the face. Cynthia said but that amount takes care of 2 days of camping or a family fishing license. Britt said he doesn't know how much the fees are. He said Kim needs to give us an idea how it will affect his budget. Jeremy said for us to know how many city employees actually use these recreational services, can we send out an all employee email. When we talk about budgeting for this when need an approximate number. Jackie said and who is going to budget for it. Scott said this is a certificate. If he has a \$20.00 certificate and he uses \$18.00, who is going to keep track of that. Jeremy said we talked about giving them in \$5.00 denominations. Sherry said as far as budgeting for it, she said each division budgets for longevity. She thinks maybe each division could budget for the City Bucks instead of HR budgeting for all of it. Jeremy asked if we could send out an all employee email asking them to reply if they use these services. Cindy said those emails go to the council and everyone who has a city email address. She thinks they should send it out to the department supervisors or clerical and ask them to do a head count in their division of who uses or don't use the recreational services. Cynthia suggested using the free survey site "Survey Monkey". They would collect the data for free for us. Then we would not get a ton of emails back. Scott said he is going to ask his employees during his staff meeting. Cindy said we need to look at the break down of fees and we need to outline how the fees can be used. She said when you are asking your employees if they use the services, you can ask them if they would be in favor of the City Bucks. She said when you get the information, give it to Cynthia. Scott asked if you are going to put the employees name on the Bucks. The discussion led toward putting the employee's name on the certificates. Jackie said she is afraid they won't use them. Britt said we

need to specify that they could be used for family members. Albert said probably about 15 to 17 out of 55 of his guys would use this. He thinks if they were given these City Bucks then maybe they would be more inclined to at least try to use the services once. Britt wants to change the years. Jackie said she would like to model it like the safety awards. She said she would also like to have this in place by July 1st. There was discussion about changing the years and amounts for the Bucks. Cindy said they will work on the changes with this policy and she reminded the members to get feedback from the employees about City Bucks.

- B. Cindy said she has an idea and she has been going over it with Bryan Long and the Attorney's office. She would like to set up an EAC petty cash fund. It would be funded by fund raisers such as: chili-cook offs, potato bakes, ice cream socials, bake sales. We would put money in an account and use it to purchase gift cards for spotlight winners, flowers for bereavement and prizes for costume winners etc. The attorney's office is discussing what the fund could be called. Bryan is thinking about taking it to the council to see if the City could give some money to the EAC for this fund. Then we could still do fund raisers to put more money into the fund. Cindy wants this to be an EAC fund. She wants it to be a fund generated by the employees for the employees and managed by the employees. The members all liked the idea. Cindy said she will be working on it.

6. *ADJOURNMENT*

- A. Motion to adjourn by Stefan Kidd with a second by Jeremy Russell
Ayes: All Nays: None Motion Carried
Meeting Adjourned at 10:13 am