

Minutes
EMPLOYEE ADVISORY COMMITTEE
March 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.
Albert Ozuna-Streets
Raymond Brown II-Emergency Communications

MEMBERS ABSENT:

Jorg Stefan Kidd-Building Maintenance**
Scott Johnston-Waste Water Collection**
Jeremy Russell-Stormwater*

*Excused

**Unexcused

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

2. *MINUTES*

A. Approval of minutes of February 11th, 2014

Motion to approve minutes by Jackie Somerlott with a second by Cynthia Williams.

Ayes: Porter, Hubbard, Somerlott, Brown, Williams, Ozuna,

Nays: None Motion carried.

3. *OLD BUSINESS*

A. Employee Evaluations of Supervisors: Cindy asked if everyone had a chance to look over what Jeremy sent all of them. Cynthia said the webinar was really good. They have some good software but she doesn't think they would use everything at this

time. She said the software is a little expensive but she said she doesn't know if it is that much more expensive than what we are doing now. She said she would like to go forward and see if HR would be interested in doing something like that. It does everything from generate job postings, it has where employees can track their own stuff and do self evaluations. Supervisors can go in and take notes throughout the year etc. Cindy said so this is like complete HR software and not just evaluation software. Jackie said she thinks it would be great to have a facelift for all of our evaluations. She said she understands that it is definitely work to do that. Sherry said it takes time. Jackie said since she has been here she thinks it has never been revised. Cindy said she thinks the next step would be to meet with Jim Russell. Cynthia referred to the city code: It says that they have the ability to call a special meeting with the Manager during budget time to recommend items for the budget. Britt said any meeting that they ask for will occur within 30 days. He said if we decide to do that then we need to go ahead a request it so that the meeting will be within the next 30 days. Cindy said she thinks we should ask for the special meeting not only to discuss this item but to discuss other items as well. Britt read the city code 17-2-9-215 about requested a special meeting. Motion to call a special meeting with the City Manager to discuss the Employee Evaluations of Supervisors by Raymond Brown with a second by Albert Ozuna Ayes: Williams, Porter, Somerlott, Ozuna, Brown, Hubbard Nays: None Motion Carried

They also asked that other topics be added to the agenda for this special meeting.

1. Update on raises/merit increases
2. City Bucks
3. Employee Picnic

- B. City Bucks: Cindy said she thinks we are ready to move forward. Cynthia said the only change to the policy was the range of the years. She also had a question about the different fees. The fees range from \$3.00 for reserving a day use picnic area to all the way up to thousands of dollars for a large preferred camp site for a 12 month season. Cynthia named all the items listed in the Chapter A-19 Article 1-7 in the City Code. She said it had been brought up whether \$25.00 was a reasonable award. The family annual fishing permit is \$15.00; a hunting annual permit is \$10.00. Cindy said you are getting \$25.00 free dollars. Sherry said one thing that is not in the policy that needs to be added is: all regular full time employees that are not eligible for longevity pay who were hired on or after July 1, 2003. Motion to approve the City Bucks proposal and send it forward to the City Manager with the addition of the sentence "all regular full time employees that are not eligible for longevity pay who were hired on or after July 1, 2003 by Jackie Somerlott with a second by Albert Ozuna. Ayes: Williams, Porter, Somerlott, Hubbard, Brown, Ozuna Nays: None Motion Carried.

Jackie asked if this could be approved by July 1st. Sherry thinks that the Manager's office is ok with it and this is just an admin policy so the Manager can sign off on it. It does not have to go to council for approval.

4. NEW BUSINESS

- A. Labor & Trades #5 Member Selection: Cindy said the two gentlemen (Mike McCollum and Eugene Ross) that signed up to run for the position did not come to the meeting. Britt suggested that they be called to ask if they are still interested. Cindy said she will call Justin Pitts and ask if both of the men could come by to talk with her. Jackie suggested that Cindy go to the Landfill to talk to them. Jackie said she will go with her. She thinks they need to hear from them. Motion to table the selection by Raymond Brown with a second by Jackie Somerlott Ayes: Porter, Williams, Somerlott, Ozuna, Brown, Hubbard Nays: None Motion Carried.
- B. Consider Employee Spotlight Nominations: Cindy said she basically filled out the form to nominate Michelle Winham but only after Jerry Ihler and George Hennessee initiated the nomination. They received a very nice letter from a homeowner that Michelle had dealt with. It was a glowing report about Michelle. Britt said he has gone out with Michelle as she deals with homeowners and she does a great job. He said she has some of the best skills at handling people. She makes a commitment to people and she follows through with it. Jackie said she is very good at her job. Cindy said she does an amazing job. Motion to accept the nomination of Michelle Winham for the Employee Spotlight Award by Cynthia Williams with a second by Britt Hubbard. Ayes: Somerlott, Williams, Porter, Ozuna, Hubbard, Brown Nays: None Motion Carried.
- C. EAC Fundraising Account: Cindy said she got the go ahead from Legal to start a fundraising account. She did some research on how to do it. She said we are going to have to start the account with money that has been donated. We could have some sort of bake sale or cook off where things are donated and then we take in money and that would be how we start the fund. She said she still is trying to hammer out the legalities of it. Should we do a savings or checking account? She said we do not need the City's money to start this fund. We can do this all on our own. We have to let the bank know that it is for the EAC and for a fundraising account. We have to let them know for tax purposes. We might be able to use the City's tax ID number or get our own number. There has to be 2 people on the account. We also need a treasurer position. She asked if this is something we want to move forward with? She thinks it would be a fund to buy gifts for Spotlight winners. It will be employees supporting other employees. Britt said he thinks the big issue to define is: What and whom the money will be used for. Cindy said what if we created a sub-committee to be the EAC fundraiser committee. They would organize the monthly or quarterly fundraiser. She said she could put an article in the newsletter asking who would be interested in volunteering for the committee. It would be good to have an employee from each division. She said she still has to talk to Bryan about this. They discussed what they could possibly spend the money on. They talked about bereavement. Britt said since they were talking about money. What happens if they run out of money in that account? Do they just not give anything during that time until they get more money in the account? Cynthia said we are just going to have to get this going and not spend any money for a while. Cindy said that is why we are going to have to have quite a few fundraisers to start with. Britt said we can set a start date for the

future when we would start using the account and make sure we have plenty of fundraisers before that. He said he would also like to set a minimum amount to be in the fund. Cynthia said the first order of business would be to decide if they want to set up an account and then appoint a Treasurer. Motion to start an EAC Fundraising Account by Cynthia Williams with a second by Raymond Brown Ayes: Porter, Williams, Somerlott, Ozuna, Hubbard, Brown Nays: None Motion Carried

They discussed different ideas for fundraisers and asking for donations from vendors for bake sales or cook offs.

- D. Employee Picnic: Cindy said she discussed this with two councilmen and Kim Shahan. She asked them if they would support this. They said yes they would and they said they would look into getting some donations from the Chamber of Commerce to help. She said she talked to some employees about the picnic. They all seem to like it better when it was at the lake house at Lake Ellsworth. It is more private and personal. She said she understands the reason that the picnic stopped is because they stopped having participation from employees. She would like to have a picnic this August. Since we didn't have raises this year. We can have prizes and activities. She was told one year the City provided hamburgers and hot dogs and staff provided side dishes. Cindy said this will have to be put in the budget so it has to be decided soon and discussed with Bryan. Jackie said she would like to have rep from each department in the City. Cindy said she heard there was a picnic committee in previous years. Cynthia said that was just a few people thrown together. She said she liked it better at LETRA but she doesn't care where we do it as long as we do it. Cindy said she wants this because she wants to get us back to where we are all family and not just co-workers. Raymond said he liked the idea. Cynthia said competitions seem to bring people out. Motion to bring back the Employee Picnic by Raymond Brown with a second by Jackie Somerlott. Ayes: Williams, Porter, Somerlott, Ozuna, Brown, Hubbard Nays: None Motion Carried

- E. Review March Employee Newsletter: Cindy said just look over the newsletter and let her know if anything needs to be added or changed. She liked that Trudy wanted to put a thank you in the newsletter for the Spotlight award. She said she has run out of ideas for the 5 simple steps. She created a new one and it is 5 handy hints. She briefly went over some parts of the newsletter.

5. *COMMUNICATION/DISCUSSION*

None

6. *ADJOURNMENT*

- A. Motion to adjourn by Albert Ozuna with a second by Raymond Brown
Ayes: All Nays: None Motion Carried
Meeting Adjourned at 9:56 am