

**Minutes**  
**EMPLOYEE ADVISORY COMMITTEE**  
**May 22<sup>nd</sup>, 2014**  
**Mayor's Conference Room**  
**1:00 P.M.**

The meeting was called to order by Cindy Porter at 1:00 pm.

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

MEMBERS ABSENT:

\*Excused

\*\*Unexcused

OTHERS PRESENT: Sherry Anderson-Acting Human Resources Director  
Tiffani Burk-Human Resources  
Eugene Ross-Landfill  
Tim Wilson-Deputy City Attorney

2. *MINUTES*

A. Approval of minutes of March 22<sup>nd</sup>, 2014

Motion to approve minutes by Raymond Brown with a second by Albert Ozuna.

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

Nays: None Motion carried.

3. *OLD BUSINESS*

- A. City Bucks: Cindy said she believes that we are at a point that they are ready to go. There was a discussion about the incremental amounts. She said for those that were not here at the last meeting we discussed it and as far as keeping track of the increments, we think that when we issue the city bucks it will have a ledger on it. That will be a way to keep track of how much has been spent. The top will have the certificate portion and the bottom will have a ledger where the City of Lawton employee (who is receiving the city buck as payment. i.e. P & R employee) will fill out how much was used, how much is remaining, what it was used for and they will sign or initial it. The employee will keep the original and the P & R employee will make a copy to keep for their records. With this ledger system the weird number amounts will be ok to use. She said basically what needs to be voted on is the verbiage of the policy. Ray said he still don't like the amounts. There is no fee that is not a whole dollar amount. He believes that \$12.50 is a waste. Sherry said they could use the \$12.50 and kick in some of their own money toward a fee that is \$20.00. Albert said he doesn't have a problem with the amounts. Sherry said the amounts are based on the Safety Incentive awards. Vacation and all for a part time employee is half of what a full time employee gets. Cindy said she is afraid if they raise the amount for part time employees on these then it will reflect badly on the safety awards. She would really like to get this approved so we could get this implemented by July 1<sup>st</sup>. Motion to accept the City Bucks policy with the amended language by Cynthia Williams with a second by Albert Ozuna. Ayes: Williams, Porter, Somerlott, Kidd, Ozuna., Brown, Johnston, Hubbard, Russell Nays: None Motion Carried

- A. Labor & Trades #5 Member Selection: We finally have an employee to fill the vacancy. Mr. Eugene Ross from the Landfill. Motion to approve Eugene Ross as the Labor & Trades #5 member by Jeremy Russell with a second by Stefan Kidd. Ayes: Porter, Williams, Kidd, Somerlott, Ozuna, Brown, Hubbard, Johnston, Russell Nays: None Motion Carried.

4. *NEW BUSINESS*

- A. Consider Proposed Amendment to City Code Section 17-1-7-171: Tim Wilson said he was here a few weeks ago to inform the committee and there was not a quorum but he did inform the members that were present. This is a proposed change to section 171 in chapter 17. It is just a part of 171, it is the part that deals with the time the City has to issue discipline to an employee. He said it has been 15 days since he has been here and it has been a problem from time to time. When they learn of something then there has to be an investigation which can take time and then after the investigation, if it warrants discipline then you have to schedule a Pre-D hearing, have the hearing, the Director has to meet with the Manager, the Manager has to make a decision all within 15 days. He said when AFSCME was here we negotiated

with them to get it at 30 days and they agreed. Fire is 30 days and Police he believes is 42 days. When AFSCME went away, it went back to 15 days for General Employees. He said they are asking to increase it to 30 days for General Employees. He also wants to add some language. The timeline does not apply in cases where criminal charges have been filed and the disposition of the criminal case is still unresolved. That language was in the AFSCME contract also. The reason for that is if a person gets felony charges filed, it puts the City in a position to decide whether to discipline the employee now or wait and hope that they get a conviction. Then discipline them for the conviction which could take several months. What if they get it deferred and it is not a conviction and you have not disciplined them within the timeline. This language allows us to keep that timeline from killing us while the criminal case is going. It gives the City Manager time to see how the criminal case plays out. If the committee approves this then he would like to send this to council sometime in June. Motion to approve this change to City Code Section 171-1-7-171 by Jackie Somerlott with a second by Raymond Brown. Ayes: Williams, Porter, Somerlott, Ozuna, Kidd, Brown, Russell, Johnston Nays: Hubbard Motion Carried

- B. Consider Employee Spotlight Nominations: Cindy said we have 2 nominees this month. Jorge Macias from Traffic control and Sherri Poolaw from Sewer Construction. Jorge created a beautiful Heroes Blvd sign. He was nominated by Cliff for doing such a wonderful job on the sign. Sherri Poolaw was nominated because she does a lot more for Sewer Rehab and Wastewater Collection than her job entails. Cindy said some nice things about Sherri and how she keeps her office going. Motion to accept both nominations by Cynthia Williams with a second by Raymond Brown. Ayes: Williams, Porter, Somerlott, Kidd, Ozuna, Brown, Johnston, Hubbard, Russell Nays: None Motion Carried.

There was a discussion about other nominations that were submitted. Cindy said they had a couple that was sent back to the Supervisors because the nominations just seemed like a glowing review on an evaluation. The Supervisors were asked to give some specific instances where the employee went above and beyond their job duties. They have not been resubmitted as of yet. Jackie said we don't want to discourage anyone from nominating someone but we do want to give an award for something that is above and beyond.

## 5. *COMMUNICATION/DISCUSSION*

Jackie said tomorrow there is a Public Works Appreciation cook out at Equipment Maintenance from 11:30 to 2:00 for Public Works Employees. Jeremy said people believe that this cook out is being paid for out of the general fund and they are not getting merit increases but they are getting a hotdog at a cook out. Jackie said this is a national celebration. It is put on solely by the Supervisors, Superintendents, Directors ETAL. It is all donated and paid for by them and not by the general fund. Jackie said she was going to send a reminder out and she can include that information. He said he

would like an EAC member to make that announcement at the cook out. Cynthia said she thinks we should let employees know this information by the reminder and at the cook out. Britt said he would like it to be mentioned in the newsletter.

Jeremy brought up the subject of the requirements of the City Manager to meet with the EAC after they have formally requested a meeting with him. He asked what the policy is and what their course of action is if it was not granted. They had a discussion about what they should do about this situation. Cynthia said they should ask Legal for advice on what the EAC should do.

Jeremy doesn't believe the EAC should take a side on the CIP. Whether to support or not support the CIP because it does not benefit the city employees at all. There is no wording in the CIP about general employees. They had a discussion about the information that they had heard about the CIP. They mentioned getting employees to attend the council meetings to let the council know that the general employees need a raise also. Eugene said employees are asking about step increases. They are not concerned with the City Bucks thing. They want to know what the EAC is doing to get step increases. He said the employees said they would attend the council meetings to show their support but it doesn't do any good for the Chairman of the EAC to speak if there are not a lot of employees there to show their support. Jeremy suggested if we want employees to go to council meetings in support then it needs to be put in the newsletter. They discussed Fire and Police getting raises and general employees not. Eugene said the employees are going to ask him what the EAC is doing to try to get them step increases.

Scott said the turnover rate is astronomical. They told them that they are low on money. All new guys get a new pair of boots and if they leave then they just got new boots and they cost a lot. Jackie told him those guys are charged for those boots but that money goes back into the general fund. We are hiring new guys, training them and they are leaving because of no raises.

Jeremy suggested that they meet with the Finance Director so he can explain the financial situation of the City of Lawton.

Cynthia suggested that the members stop by the Manager's office after the meeting to discuss the budgetary items that they had requested to meet with him about.

Cindy talked about the budget and the how the divisions are cutting back on spending. Jeremy said everyone needs to be cutting back, not just certain departments. Cynthia said she wants it on record that her Director does do what is right for his employees. He cares and he is doing everything that he can.

Cindy said she has 3 suggestions: 1. She would like all members to go and talk to their employees and tell them to call their councilmen. 2. They would like to draft up a letter to go to Legal. Jeremy and Cindy are going to write up an article for the Newsletter. 3. Please get the word out about the Public Works cookout, let everyone know that the cookout was not paid for by the general fund. It is paid for by the Superintendents, Directors, ETAL.

They discussed what to ask the City Manager when they meet with him. Britt asked what do they want the employees to say to their councilmen. He asked if there was a simple message that could be uniform. Cindy suggested they ask if they can use CIP funds to give Police and Fire raises then why can't they use CIP funds to give General Employees raises. Jeremy thinks we should not say anything about Police and Fire. Cindy said then ask "If there is nothing in state law that prohibits using CIP funds to pay personnel expenses, why is there not a line item in the CIP to pay general employees". They discussed Police and Fire and that General Employees deserve the pay raises just like they do.

6. *ADJOURNMENT*

- A. Motion to adjourn by Raymond Brown with a second by Albert Ozuna  
Ayes: All Nays: None Motion Carried  
Meeting Adjourned at 2:45 pm