

Minutes
EMPLOYEE ADVISORY COMMITTEE
June 10th, 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.
Raymond Brown II-Emergency Communications
Jorg Stefan Kidd-Building Maintenance
Scott Johnston-Waste Water Collection
Jeremy Russell-Stormwater
Eugene Ross-Landfill

MEMBERS ABSENT:

Albert Ozuna-Streets*

*Excused

**Unexcused

OTHERS PRESENT: Sherry Anderson-Acting Human Resources Director

Tiffani Burk-Human Resources

Dennis Bothell-Equipment Maintenance

2. *MINUTES*

A. Approval of minutes of May 22nd, 2014

Motion to approve minutes by Jackie Somerlott with a second by Ray Brown.

Ayes: Porter, Hubbard, Somerlott, Brown, Johnston, Williams, Ross, Russell

Nays: None Motion carried.

3. *OLD BUSINESS*

- A. City Bucks: Sherry said the City Bucks policy has been signed and it is in the Clerk's office and they are the ones to put it on the website and distribute it. Cindy said the next step is to implement them. They are going to meet with Parks & Recreation employees about how it is going to work. They will be out by September 1st.

- B. Meeting with City Manager to discuss budgetary items: Cynthia said we had discussed that we had requested a meeting with the Manager and we were never able to arrange a time for him to meet with us. We had the question "What happens next". We decided that we were going to ask Legal what the procedure is. Cynthia asked the question "have we heard back from Legal". No one ever talked to Legal. Cynthia asked if HR talked to Legal. Sherry said HR was not supposed to go to Legal, it was said in the last meeting that you didn't want to go through HR. It was suggested for the EAC to write up something and send it to Legal and they could possibly send it through HR to Legal. Ray said he doesn't think it will hurt to ask Legal. Ray said he is going to have a discussion with Legal anyway and he will ask about it. He will request it be in writing, what happens when the EAC requests a meeting with the City Manager and it is not granted. Ray said we need to know for the future. We are allowed to request three meetings with the Manager during the year. Britt said the meeting that we were not granted was supposed to be about the budget. The next two meetings (January and July) have to do with personnel policies and benefits. It has to be a written recommendation through the HR Director to the City Manager. Jackie suggested that we set these meetings way ahead of time. Jeremy said we could set all three dates for the year. Cindy said she will draft up a memo and will send it to Sherry and send copies to the members. Britt said we as a group need to be ready for that meeting. We need to have information ready for the July meeting. She said we will need to agree on a date so that at least most members can attend. Ray said we have the right to request a meeting in July and the Manager has 30 days to accommodate. Cindy said she will not be at the next EAC meeting in July. Ray said more than likely he won't be able to attend either.

- C. Representative list: Sherry handed out two lists. A new representative list and a list of employees by division and title. You will have to use both lists to figure out who the employees are that you represent. She said they do become out of date pretty quickly. She said maybe she could set it up with IT to get a new list once a quarter. Cindy said let's just shoot for twice a year.

4. *NEW BUSINESS*

- A. Consider Employee Spotlight Nominations: Cindy said we actually don't have any nominations for the meeting. She said she had 5 out there floating around and we should have them for next month. There will be two spotlight award winners recognized at the council meeting tonight.

- B. Review June Employee Newsletter: Cindy said she is still working on the newsletter. Jeremy wrote the first page article about comparing jobs and salaries to other cities in Oklahoma. Cindy is concerned about putting this in the newsletter at this time. She believes this is information that should have been out there a long time ago. She doesn't want to cause any heartburn. She briefly went over the remainder of the newsletter. Jeremy asked about Buy, Sell or Trade. Cindy said we have talked about that and we can't be held responsible for anything that is sold. There has to be a disclaimer. You have to be very careful with that. Cynthia said one summer they were allowed to wear white t-shirts. She doesn't know if it was just Public Works or not. Cindy said she will look into that. Cynthia said it was one summer that it was extremely hot. She wants to know if that is going to be an option this year. Jeremy asked if we could get an article from the wellness committee. Jackie wanted to say that the Public Works cook-out was the best turn out we have ever had. Bryan Long was there. Scott referred to Jeremy's article and said that the policy states that one of the purposes of the EAC is to review classifications and pay plans of the city and make recommendations to the city manager. It says that they should do a salary survey every 4 years. Britt asked can we request a pay plan to review. Sherry said that is fine.
- C. Consider Revision of Administrative Policy 3-12: Dennis Bothell was present to give some information about this policy. He said as you know that the Fire department has broken from our original General Employees Accident Review Board. They came up with their own policy. He said there is some difference with their policy than the general employee policy. The main difference that he thought the general employees should think about is: When a fire dept employee has an accident and is given points, their system allows a point per year to be taken off. Example: if they were given 3 points then it would take 4 years for them to get back to zero. Then they go back to their original years of safe driving award. It gives them an incentive to not have any more accidents. He said the whole purpose of the Accident Review Board is to prevent accidents in the future and to give awards to the employees that are safe and have no accidents. He said both policies are the same, when an employee reaches 9 points they are terminated from the City. The general employee's policy says that once you have an accident and are issued points then after 2 years you start back at zero years for the safe driving award. So a 28 year veteran with the City has an accident and receives points. Then he will have to start back at zero. He believes that then there becomes no incentive once they have been issued points to try to build up their years again. He thought it was a good idea for the fire department to go back to the original years but he also thinks it is only fair that the general employee's policy should be around the same award system. He said he sits on all three boards: Fire, Police and General. He thinks it should be fair and equal to everyone in the city. Jeremy said doesn't the general employees accrue points at a faster rate than fire or police. Dennis said no they don't. Jeremy said the risk of a trash truck driver having more accidents than a fire truck driver is greater correct? Dennis said yes that is correct. Jeremy said it may be harder for a general employee to get back to zero if he has more than one accident and only gets one point removed per year. Eugene asked Dennis if he thinks that the general employees should have the same policy as the Fire. Dennis said absolutely. Scott asked Dennis if he was looking at the penalty phase of the two policies. Jackie said the Fire policy is stiffer punishment than the generals. Britt said he is not looking at that, he is looking at the driving awards. They compared the two different policies. Britt wants to change the general

employee's award system to be like the fire's award system. Eugene said we don't want to adapt their whole policy; we just want to adapt the one section about going back to your original safe driving years after your points are removed. Dennis said however the EAC sees what's fit to do. He said that is not his business. He thinks you should discuss how this could benefit the general employees. What is fair is fair. Jeremy said if you are saying what is fair is fair then if we are asking to go back to the original years then we should adapt the same discipline. Britt said he doesn't agree with that. Jeremy said we would have to change some of the language, he doesn't think it would be fair to just take the good things from the fire policy. It would be great but it wouldn't be reasonable to expect that it would be approved. Cynthia said she believes the EAC will have to discuss this further. Dennis said again he thinks it should be fair across the board for all employees and we need to try what we can to reduce the accidents within the city. Jackie asked Dennis if the Accident Review Boards discussed this and did they all believe that they should be the same. He said they all believe it should be the same for all employees. They haven't had formal discussions about it but they have discussed it off and on. It hasn't been put on as an agenda item. Ray asked Dennis about the Police policy. Dennis said their policy is similar to the general employees. He believes the award system is the same. He thinks they are reviewing their policy as well. He is pretty sure they have to go through their union to get things changed. The EAC discussed the difference between the policies. Jeremy said he doesn't think the Manager will go for it, if we go to him and tell him we just want the good parts. We can try but we need to have a compromise. Britt asked if everyone would look over the two policies and send emails back and forth on what their thoughts are. Jeremy said he thinks by next meeting we should have a policy created. They should have a back up policy also. Jackie said she has several ideas about this. Cindy said go back and look through the policies and pick and choose and come up with a scenario for the general employees. She suggests that a couple of the members work together and draft up something and it will be discussed at the next meeting.

D. Healthcare Representative Replacement: Cindy said she officially resigns from the Health Committee. She put out there that they were looking for a replacement. Rusty told her that Britt was interested. Britt said that was news to him. Shannon Day and Sue Smith are interested. We have to choose between the 2 ladies. They have now combined the Health & Wellness committees. Shannon is on the Wellness Committee so she will already be at the Health and Wellness meetings.

Motion to select Sue Smith as the general employee representative for the Health Committee and Albert Ozuna as the EAC representative for the Health Committee by Jeremy Russell with a second by Ray Brown. Ayes: Williams, Porter, Somerlott, Kidd, Brown, Johnston, Hubbard, Russell, Ross Nays; None Motion Carried.

5. *COMMUNICATION/DISCUSSION*

Jackie said one of these days when we have an EAC meeting, could we have it from 12:00 to 1:00 or 11:00 to 12:00 and have a pot luck. She said think about it. Jeremy said maybe we could invite the council members. They need to have some kind of rapport with the council. It will be off the record. Jackie said she is not sure what their policies are as far as meetings. She is not sure they are allowed.

Final list of things to do before next meeting:

All Members-Review the Vehicle/Safe Driver Policy

Cindy is going to draft a memo to HR to request a meeting in July with the City Manager. Ray is going to speak to Legal about the recourse for when a meeting is requested and is not granted. Also get clarification from Legal about the salary surveys that are supposed to happen every 4 years.

Jackie said she will check on the white t-shirts during the hot summer.

Cindy said she will get with Kim Shahan about City Bucks.

HR is going to request a list from IT with the eligible employees and the years of services for the City Bucks.

HR requests that the EAC come up with a City Buck sample to be used. Cynthia said she will do that.

6. *ADJOURNMENT*

A. Motion to adjourn by Raymond Brown with a second by Jackie Somerlott

Ayes: All Nays: None Motion Carried

Meeting Adjourned at 10:35 am