

Minutes
EMPLOYEE ADVISORY COMMITTEE
Special Meeting
July 15th, 2014
Mayor's Conference Room
1:00 P.M.

The meeting was called to order by Cynthia Williams at 1:00 pm.

1. *ROLL CALL*

MEMBERS PRESENT:

Cynthia Williams-Environmental Services
Britt Hubbard-Sewer System Tech.
Jackie Somerlott-Public Works Admin.
Albert Ozuna-Streets
Jeremy Russell-Stormwater

MEMBERS ABSENT:

Jorg Stefan Kidd-Building Maintenance*
Cindy Porter-Engineering*
Raymond Brown II-Emergency Communications*
Eugene Ross-Landfill**

*Excused

**Unexcused

OTHERS PRESENT:

Tiffani Burk-Human Resources
Jim Russell-Assistant City Manager
Sir Allen-Waste Water Maintenance
Cindy Price-IT
Barbara Burnett-IT
Kathy Sheppard-Auditing

2. *MINUTES*

A. Approval of minutes of June 10th, 2014

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

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

Nays: None Motion carried.

- B. Approval of minutes of June 17th, 2014
Motion to approve minutes by Jackie Somerlott with a second by Jeremy Russell .
Ayes: Porter, Hubbard, Somerlott, Brown, Johnston, Williams, Ross, Russell
Nays: None Motion carried.

3. OLD BUSINESS

- A. *Consider Revision of Administrative Policy 3-12:* This was tabled until the next meeting.

4. NEW BUSINESS

- A. *Consider Employee Spotlight Nominations:* Jackie said she didn't believe that they had any nominations.
- B. *Select New Labor & Trades #4 Member:* Cynthia said we only had one employee sign up. Sir Allen, Construction Inspector from Waste Water Collection. Motion to accept the selection of Sir Allen as the Labor & Trades #4 member by Jeremy Russell with a second by Britt Hubbard Ayes: Hubbard, Somerlott, Williams, Russell, Ozuna
Nays: None Motion carried.
- C. *Comments from Brown Bag Lunch:* Cynthia said when she sent out a follow up email to the employees that she represents, some said it was very well received. Another suggestion was that they would like it to be a little less formal, so there was more time for the Managers and Directors to sit down and talk one on one rather than them be at the podium the whole time. They understood that there needs to be a general address to everyone but then those who didn't want to ask their questions out loud then they could ask the managers the questions in a more intimate setting. Jeremy said maybe it could be something like the "Last Supper" type of setting. With the Mayor and City Manager in the middle with the Directors on each side like a horse shoe. Jim Russell said the only problem with that is that we only have the round tables. If the attendance stays the same then we might be able to accommodate that but if the attendance grows then we probably won't be able to do that. Britt said if we have it at a different location then maybe we can have it that way. Jim said he was under the impression that Public Works was not going to be able to host a meeting. Jackie said she hadn't heard that but she will check on it. Jim said Cindy had talked about the next meeting being October 31st, so they could combine that with the Halloween costume contest. She thought it would get more attendance. They discussed future locations. Jim said for the first meeting, they had a little less in attendance than they had hoped for. He thinks that they only served about 50 lunches. They ordered 250 lunches and there was definitely less than 100 that were taken. Britt said it took a little bit for people to start asking questions. They discussed the fish bowl (for questions) and maybe putting it outside the auditorium or at the atrium desk. Jeremy said maybe they could bring questions to the EAC rep the

week before. Cynthia said some people said they either forgot or just didn't know about it. She suggested each member to send a reminder or an email to the employees that they represent. They discussed employees coming and getting free lunches after the meeting and not staying for the meeting or coming at the end of the meeting when is over. Britt said he did like that the minutes were on the City's website. Jim said they are working on getting those questions and answers put on the website. Jeremy asked if they could maybe shuffle in some directors to answer some questions and not just have the Managers answering all questions. Jim said that is the intent for the next meetings. Cynthia said another suggestion was that the directors not all sit at the same table only with other directors.

- D. *Review of City Council Policy 1-5 Recognition of Employees upon Retirement:* Cynthia said another question came from the brown bag luncheon: was that there used to be some type of recognition of employees when they retire. It is not about a gift, it was about the recognition and a thank you for their service. They asked if we could bring that back and maybe once a quarter recognize those employees that are retiring and also recognize those employees for lengthy years of service with the City. Jim said sure, we certainly could do something like that. Cynthia said maybe recognize those with 10 plus years. Jackie said OML recognizes employees for 25 years of service. Jim said this is definitely something we want to do. Jim said let him work with Bryan on when we want to do it. Cynthia said she would like to implement a 10, 20 & 30 years of service recognition. They also want 25 year recognition. They decided to do the recognition at a council meeting. Jim said maybe we can have punch and cookies before the meeting for the employees and their family members. Jeremy said can we do a slide on channel 2 thanking them for their service. Also put it in the newsletter. Jeremy said he would also like to have the Employee Spotlight put on channel 2. Cynthia asked Jeremy if would work on checking if we can get these things on channel 2. Jackie said she will contact Kim McConnell about putting these in the Lawton Constitution.
- E. *Update on City Code 17-143 Educational Incentive Program (G) (D) Periodically Review Performance of educational incentive:* Cynthia said she had an employee that was asking about this incentive. She said she looked up the code and it said that the EAC is supposed to get an update on that program. Who is using it etc? Jim said for this coming budget year, the funding has been cut for general employees. The employees that submitted forms for this last semester and were approved will be reimbursed but we won't be accepting any new ones for this next semester. They won't be accepting any until funding has been identified. He said yes, we will have annual report on how much was spent. Jackie said the City used to offer Computer classes. Jim said he has checked on that several times with GPTC. Jeremy asked to put this on the next month's agenda as Old Business. Jim asked Tiffani to get a report from last month's budget how many employees used the incentive and an example of classes and how much was spent. He also asked if Candy could check with GPTC to see if we could get them to teach a computer class, what the requirements would be and what would they charge etc.
- F. *Suggest Enactment of City Code 17-211 Council Liaison:* Cynthia said after she put this on the agenda, she was told that we do have a council liaison. She said the reason that this came up was several meetings ago they discussed having more employees show up at council meetings. She said we don't want to make a stink at a council meeting. She suggested that if we have a council member at the EAC meeting then

maybe they wouldn't have to have employees attend council meeting to voice their concerns. The liaison can hear them at the EAC meeting. The members requested that Councilman Doug Wells be invited to the EAC meetings.

G. *Update on City Code 17-242 Employee Incentive Program:* Cynthia said last year we talked about changing the safety incentives. She asked if there have been any talks about changing this incentive this year. Jackie asked are we even going to have it, she heard we were going to have it. Jim explained what the talks were about for last year and why changes were made. He said the safety incentives were not funded for this year. He said we are continuing to track everyone's safety training with the intent on funding it next fiscal year so the award years will continue. The employees are still going to get the days off certificates but not going to receive the monetary award. Cynthia asked if the employees been notified of this yet. Jackie said how would they have known this. Jeremy said we need to compile a list of things that have been cut to let the employees know. They said maybe we can put it in the newsletter. Albert asked is this just for this year? Jim said he can't speak for next fiscal year as of now but the intent is to bring it back. He said this could be a good time for the EAC to look at this program and see if they would like to make changes to this program. The employees need to know to keep doing their safety training so they can receive their days off. Jim mentioned that 3 out of the 4 quarters are mandated safety training. Jeremy said we need to talk about the small incentives when it comes to the salary survey. Jim said he wanted to give them an update on the salary survey. He said he did have the meeting with the consultant about the salary survey and he has the approval for funding. He is already getting information from Sherry and is working on that. Those types of fringe benefits and incentives are figured in. He said we could take the average pay from top to bottom of the incentive program and turn that into a COLA and do away with the incentive program. Those are the types of things that are compared. The consultant should have the report to Jim by the end of the year. Jackie said years ago HR used to calculate all the fringe benefits and created a document and handed them out. Jim said he doesn't remember doing that since he has been with the City but it sounds like a good idea. He said they will explore that.

H. *Consider Revising City Bucks Policy 13-16:* Jackie had an update on the City Bucks meeting. She said the meeting lasted about an hour. Her thought was that there were a lot of other people that should have been involved with the preparation of this policy from the beginning. IT and Auditing and other divisions. Kim was there and Jim Bonnarens from Lakes was there. He went through scenarios and went through the process with them about how they give out permits. She said there are some things that are going to have to be figured out. IT and Auditing are going to have to do some tweaking and have things to think about. Jackie had several questions about what the process is going to be. Things that will have to be answered before the City Bucks begin. Cynthia said she thought that the EAC would come up with the policy and the divisions would figure out how to make it work and get together to figure out the process. Jim said before Bryan signed it, we should have made sure that it was all going to work for the divisions involved. That is all part of the process of creating a policy, he said he should have gotten a hold of it and went to the divisions and made sure that it was going to work for them. He said the EAC needs to stay on top of this. Jackie said Kim was concerned and thought the policy should be tweaked or amended. Jackie said everyone was excited about it. There were several questions

about the way are going to be used. Jim asked Cindy Price where they were at in the process. Cindy said they are trying to figure out what is needed and they have talked to Kim about some things. Jim suggested that this needs to be taken care of soon so it can be done and issued by September 1st. He said Jackie has been getting together with Cindy Price, Kim and Kathy Sheppard; he will get involved too to make sure this goes through. In the mean time, HR will get the list of employees together that are eligible. Barbara Burnett said it is critical that they get this as soon as possible; it is going to take several months to get the changes made in the data base. Jim asked Jackie to get a meeting together for next week so he can sit down with everyone to get things ironed out. Kathy Sheppard said we need to make sure who is going to track them and who is going to reconcile them. She said HR is going to have to pay the taxes on them. There were a lot of questions about the process. Cynthia said let's table this until the next meeting.

5. COMMUNICATION/DISCUSSION

- A. Jackie thinks that if a new employee goes to training and the City pays for the training and they leave before 6 months or the 1 year then they should have to reimburse the City for those classes. Sometimes the City of Lawton is a stepping stone to another job. We pay for them to get certified and then they leave for another job. Jackie said we invest a lot financially to new employees and then they leave. They had a discussion about the loss to the City.
- B. Jim said we had put the word out asking what employees would be interested in speaking at public events or civic organization meetings about the city sales tax extension. Bryan held a little class with those people that were interested. We now have found out that legally we cannot do that with hourly employees. We would have to pay them overtime. The only employees that can do the speaking are the salaried employees. He said he encourages you to give information to any groups that you belong to. He has flyers in his office. The election is August 26th.
- C. Jeremy asked that the members look into a PAC. He said they could start one as an employee's group or as a citizen group. This would be a time when it would be needed.

6. ADJOURNMENT

- A. Motion to adjourn by Britt Hubbard with a second by Jeremy Russell
Ayes: All Nays: None Motion Carried
Meeting Adjourned at 2:20 pm