

Minutes
EMPLOYEE ADVISORY COMMITTEE
January 13, 2015
Mayor's Conference Room
9:00 a.m.

The meeting was called to order by Linda Wellhouse at 9:00 a.m.

1. *ROLL CALL*

MEMBERS PRESENT:

Sir Allen (Chew) –Wastewater Collection
Judy Franco-GIS
Britt Hubbard – SSC
Albert Ozuna- Streets
Eugene Ross- Landfill
Jeremy Russell- Stormwater Management
Jackie Somerlott- PW Admin
Linda Wellhouse - Auditing

MEMBERS ABSENT:

Kidd, Jorg Stefan- Building Maintenance*

*Excused

**Unexcused

OTHERS PRESENT:

Doug Wells- Councilman
Sherry Anderson-Assistant HR Director
Sue Smith-Human Resources

2. MINUTES

A.

Approval of minutes of December 9, 2014

Motion to approve minutes by Jackie Somerlott with a second by Jeremy Russell.

Ayes: Allen, Franco, Hubbard, Ozuna, Ross, Russell, Somerlott and Wellhouse

Nays: None Motion carried.

3. OLD BUSINESS

A.

Pay Scale Update:

Anderson said she knows he is working on it but have not heard anything yet. Russell asked the contract that was approved by Mr. Bates is this contract. Anderson said yes. Anderson said it was pulled from that Council meeting that he is the one doing it.

B.

Morale Fund Update:

Russell said they had talked about taking their own path on the brown bag lunch. He said there are quite a number of motivational speakers and the EAC can do something for employees. He said maybe they can have something at 4:00 pm so that Public Works can go and the employees who work till 5:00 pm can spend their last hour going to the meeting. Russell said to have more of a talk on self help or self awareness instead of what is going on with the City. Hubbard asked if they will use the morale fund to pay the speakers. Russell said yes. Hubbard said they also talked about using this money for spotlight employees. He said maybe fifty dollars. Wellhouse said they had talked about waiting until the next fiscal year. Anderson said they said they would get a letter from the City Manager and start getting donations to present to the spotlight employees next fiscal year. Wells said he has been asking the City Manager to start getting donations like they use to in years past, such as gift certificates from hotels and restaurants. He said he would talk to him more on that. Somerlott said the new businesses in town would be a good place to start. Wellhouse said this will be presented at the Council meetings and would be good advertisement for them.

C.

Discuss Document for Recommendations for Changes to Chapter 17:

Russell handed out copies of the proposed list. He said these are the items discussed in the last meeting. He said one thing had been added by an employee and one added that he thought of which was a clarification of the smoking policy. Wellhouse said the wording needs to be changed for the TTD for general employees. She said if not that then at least recommend the minimum to pay the insurance premium. Anderson said that is an Admin Policy. Russell said the way he read it was this can cover Admin Policies and Chapter 17. Anderson said you can make recommendations on either one. Russell said the only thing not on this list is budgetary items. Russell said that he could word it to say the employees can use accrued vacation and sick leave to supplement the remaining 30% of their paycheck or pay their insurance premium. Hubbard said the percentage paid may change so he suggested leaving out the 30% and say the remaining percentage. He said that would be a big plus if the employees can use this if they are out on OJI. Russell said with each item he was going to put in an explanation of why EAC is asking for this. He asked the board if this was necessary. Hubbard asked Wells if the Council would like the explanations. Wells said yes. He said most of the Council will not understand these things when they come to them so it wouldn't hurt to have an explanation why. Hubbard asked Wells if he understood the list that the EAC was going to propose. Wells asked Anderson when they paid only 70% when an employee was on OJI. Anderson said it has been quite awhile ago. She said after 90 days of not working

the employee is on TTD and gets paid 70% of their paycheck. Anderson said the Fire contract allows them to supplement their leave time for the difference. Wells said he will look into this about allowing six months instead of 90 days. Russell said item 3 states accrued sick leave in excess of 200 hours to cash out 80 hours of leave in November or December of each year. He said he put in 200 hours to start the negotiation and for Public Works employees to accrue that many hours will be good. He also said the idea behind that is to get the employee to bank as many hours that they want and the 200 will give them a good base and this would be a choice for employees wanting terminal leave. Russell asked if this will affect the terminal leave employees. Wells said over a period of time it will. Somerlott said she agrees there should be a tear plan. She said there has to be an incentive plan for employees. Wells said during budget time he will talk of the importance of the General Employees along with Police and Fire. Somerlott said she knows the Council is there to serve the citizens and save the City money but the general employees are citizens also. She said rarely do the General Employees get the recognition they deserve and we need someone to go up to bat for us. She also said as long as she has worked for the City she feels, and it is the consensus of the General Employees, that the Council has not been an ally for the General Employees. Somerlott said the Council needs to stand up for the General Employees who are citizens also. Hubbard said all employees need to know there is a suggestion program they can use to let the supervisors know of any problems out there to help the City's income. Russell thanked Councilman Wells for attending the EAC meeting and he hoped to see him in July when they will talk over the budget. Wells said he will try to attend each meeting unless he is out of town. He said he had a question on number four about how many hours the employees are allowed to carry over. Somerlott said 120 to accrue for comp time and then after that they pay you overtime. Hubbard said he would like to add to this to allow employees to accrue 240 hours comp time. Russell said the Fire can cash out 40 hours one time per quarter for comp time. Wells said he will have to look into that also. Russell said when an employee earns comp time it is time and a half. Anderson said yes. Russell said but when they pay it out then it is regular time dollar wise. Anderson said yes. Russell also said this will save the City money. Hubbard said number 5 states to have an appeal process for denial of leave bank and everyone seemed okay with this proposal. Somerlott said there really isn't an application for this and suggested having one and putting on it about the appeal process. Russell asked if this needs to be in this proposal list. Somerlott said no that can come later. Anderson said they refer them to the policy and it states what information is needed. Russell asked if there should be any changes to number 6. Hubbard said all the EAC is asking is a thirty days notice being given to the EAC prior to any changes or proposal of changes to City Council to the following policies. Russell said this is just to let the EAC be aware that's all. Somerlott reminded them that if anything needs to go to Legal, they need to have it three weeks before it goes to Council and thirty days would be cutting it short and they may miss the deadline. Russell said then forty-five days. Somerlott said that would be better. Russell asked how many days they had when they cut the safety incentives. Anderson said that was just a couple of days when they were asked to cut the budget. Somerlott said sometimes you don't know till the last minute. Russell said they just need to let the EAC know ahead of time. Somerlott asked if they included the EAC in budget discussions last year. Russell and Hubbard said no. Russell said the City Manager and Assistant City Manager talked to them about some of the things they were going to do. Anderson said she didn't think they did the workshops last year as they have in the past. Russell said number seven states the travel allowance needs to be reviewed. He said you

can go on the internet and see what the allowances should be but should it be reviewed annually. Somerlott said that hasn't been changed in a long time and to include the per diem. Anderson said she thinks that is a finance policy and it would be a good idea at budget time to review it every year. Russell asked Wellhouse if he should add the explanations. She and everyone said yes. Hubbard said if you put in the explanations then the Council members will see what the EAC's intent is. Wellhouse said they need to decide the date to get with the City Manager. Hubbard said that is up to the City Manager to choose the date. He said this proposal needs to go to the City Manager through H.R. Russell said it has to be to the City Manager by January 31st. Russell asked if everyone wanted to meet again, to go over the final proposals, for a special meeting. Wellhouse said they can do this electronically. Everyone agreed. Wellhouse said everyone can receive the e-mail and look at the finished proposal at the same time. Somerlott asked Ross if he was getting his e-mails about EAC. Ross said yes and to e-mail Justin Pitts and Kaitlin Nunley so that he will get them. Russell said after everyone reviews the changes to this last proposal list then there will not be any more changes. He also said after everyone sees this, then it will go to Wellhouse approved and then given to Anderson. Hubbard said everyone needs to reply to Wellhouse. Wellhouse said she will then sign it and give it personally to Anderson in H.R. Smith asked if she needed to send this proposal to the absent member. Russell said no, that he will e-mail everyone with the changes and then they can respond to Wellhouse.

4. NEW BUSINESS

A.

Choose Member for Health Committee to Replace Doug Stamper:

Wellhouse asked if anyone received names of an employee to replace Stamper. Everyone said no.

B.

Consider Employee Spotlight Nominations:

Anderson said she had two nominees. Wellhouse asked if the Fire can be nominated or just General Employees. Anderson said just General Employees and the Police and Fire have set up their own. Somerlott asked if Charlotte Brown was getting her Spotlight Award tonight. Wellhouse said yes and that she would be at the Council meeting. Somerlott said she would try to be at the Council meeting also and encouraged the board to try and attend. Somerlott asked if Hunter will be awarded this at the January 27th Council meeting. Anderson said yes. Somerlott asked is someone will notify Fire Chief Burk to let him know about his nominee. Wellhouse said she would notify him. Somerlott suggested this person's actions be included in the newsletter. Everyone agreed.

Motion was made to nominate Jackie Hunter for Employee Spotlight by Hubbard with a second by Ozuna.

Ayes: Allen, Franco, Hubbard, Ozuna, Ross, Russell, Somerlott and Wellhouse

Nays: None Motion carried.

C.

Brown Bag Lunch Planning:

Hubbard said his understanding through all of the e-mails that the City Manager plans to continue to be in charge of the Brown Bag Lunches. Somerlott said she had mixed feelings. She said she read one thing and thought another. She also said she understood that the City Manager wanted the EAC to coordinate and handle this. Wellhouse said the City Manager said he wanted the EAC to take ownership. Somerlott said that ownership means he wants the EAC to set it up and find a location but he would still continue to go and speak to the employees. Wellhouse said he wants the EAC to take it over. Russell said that everyone on the board understood that the EAC would do everything and the City Manager would show up and answer questions. Somerlott said yes that is what she thought.

5. COMMUNICATION/DISCUSSION

Russell said that any questions he is asked from the employees he represents, he e-mails all of the EAC board with it and the Assistant City Manager. Somerlott said that everything they say in the EAC meetings is open to the public. She said you have to be fair to everyone. She also said she hears a lot of rumors and doesn't voice them until she investigates to see if these things are true. Russell said the Assistant City Manager is real good at giving answers. He said when he e-mails him with employee questions he responds quickly. He also said if you hear anything from employees asking if something is true, then e-mail the Assistant City Manager and ask and this will illuminate any rumors. Others agreed.

Ross said the Smoking Policy needs to be clarified. Russell said they will add this to the proposal list to add specific places and times employees can smoke. Ross said the employees who work at the Landfill need a designated area to smoke.

Wellhouse said she will step down as Chair of the EAC. Russell asked if anyone would like to volunteer to be Chair. Franco said she would. Anderson said there cannot be any voting on this because it wasn't on the agenda.

Smith said employees are starting to spend their City Bucks. She said the employees are using them for camping, fishing and hunting. She also asked the board if they would like a report each month on this. Everyone said they would like an update of amount and divisions spending. Smith said Auditing will not do anything with these until they expire on September 1st.

Russell asked if anyone is responsible for reading the agenda for the Council meetings. Somerlott said it is posted on the City website and in the newspaper. She said she will share anything important that she feels the EAC should know on the agenda. She also said the EAC needs to be at the Council meetings to make themselves known.

6. *ADJOURNMENT*

A.

Motion to adjourn by Linda Wellhouse with a second by Jeremy Russell

Ayes: All Nays: None Motion Carried

Meeting Adjourned at 10:45 am