

**Minutes
EMPLOYEE ADVISORY COMMITTEE
February 10, 2015
Mayor's Conference Room
9:00 a.m.**

The meeting was called to order by Judy Franco at 9:00 a.m.

1. *ROLL CALL*

MEMBERS PRESENT:

Sir Allen (Chew) –Wastewater Collection
Judy Franco-GIS
Britt Hubbard – SSC
Kidd, Jorg Stefan- Building Maintenance
Albert Ozuna- Streets
Jeremy Russell- Stormwater Management

MEMBERS ABSENT:

Eugene Ross- Landfill *
Jackie Somerlott- PW Admin*

*Excused

**Unexcused

OTHERS PRESENT:

Sherry Anderson-Assistant HR Director
Sue Smith-Human Resources

2. *MINUTES*

Franco said there was an error on the last page, 6A. She said this should be Jeremy Russell and not Jim Russell.

A.

Approval of minutes of January 13, 2015

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

Ayes: Allen, Franco, Hubbard, Kidd, Ozuna, and Russell.

Nays: None Motion carried.

3. OLD BUSINESS

A.

Elect Chair:

Russell asked for nominees for the EAC Chair. Franco said she would be the Chair.

Motion to nominate Judy Franco as Chair by Britt Hubbard with a second by Jeremy Russell.

Ayes: Allen, Franco, Hubbard, Kidd, Ozuna, and Russell.

Nays: None Motion carried.

B.

Pay Scale Update:

Anderson said the agreement with Michael Bates went to council which it was pulled again and actually denied this time. She said she doesn't know what will happen. Russell asked why the agreement went twice. She said first it was pulled from the consent agenda and not considered. She said then it went back on the agenda and was pulled and council voted on it and it was denied. Anderson said she didn't think Mr. Bates will do the survey without a written agreement from the council. Russell said the council understands this needs to be done every four years. Anderson said yes but she thinks it is some of the wording they don't agree with.

C.

Morale Fund Update:

Franco said she understood they would start the event for the next fiscal year. She said she needs to get a letter from the assistant City Manager to let the businesses know about the donations they are trying to get. She asked if anyone received any ideas from their employees they represent on what to do for employees. Russell said his people wanted to have an employee picnic like in years past. Hubbard said they can have a City wide e-mail to find out who is interested. Russell asked everyone to go back and e-mail the employees they represent to see who is interested. Anderson said some people liked the picnic at the Lake House and some at Lake Letra. Hubbard was concerned if people can get to Letra with the closing of Ft. Sill. Franco said her people said they would like to have the picnic again. Russell said, after they get feedback, then they will look at the cost. Franco said the last time they did this, a notice was sent out with everyone's paycheck of where the picnic was and if they would attend. She said the dispatchers who had to work were eligible for the drawings. She also added that the retirees were invited. Anderson said that would be a good idea. Russell said the most costly item would be the food. Franco said last time the food was donated. She said all they would need would be the cookers and the grills. Hubbard asked if everyone needs to ask their employees if they want the picnic at the Lake House or Lake Letra. Franco said yes. Russell asked when everyone wanted to have the picnic. Franco said if they want to have this in the summer they need to start getting the donations for the drawings and start soon. Allen asked what month they should have the picnic. Franco said July is too hot but May or June because children get out of school early. Hubbard said if it is in May then it can be changed if the weather is bad.

Russell also said the motivational speakers he talked about at the last meeting have local people who can speak for free. He said the EAC would have to decide a time for employees to hear them. He gave a suggestion of someone speaking on the 401K or retirement plans. Hubbard asked about the 457 retirement plan. Anderson said the City

has two. She said they are Nationwide and ICMA. Hubbard asked if they would have someone to talk to the employees. Anderson said yes that there is a rep for the City for both of them.

D.

Discuss document for recommendations for Changes to Chapter 17:

Franco asked about the document for recommendation. Anderson said she took it to the City Manager's office on Friday, February 6th and they did stamp it in. She said, based on Chapter 17, a meeting is suppose to be held within 30 days with the City Manager. Anderson said she has not heard anything yet. Franco said she e-mailed the recommendation to Anderson. Russell asked if there was a problem since it wasn't received in January. Anderson said she explained to the City Manager that there was some confusion as to who was going to send it and both he and the Assistant City Manager were okay with receiving it in February. She said at the end of the document there was a place for Jackie Somerlott, EAC Vice Chair, to sign and it wasn't signed. Anderson said that the Assistant City Manager was okay with this also. Russell asked if this has been approved and accepted. Anderson said yes and it goes to council ten days after the EAC meets with the City Manager. Russell said everyone should send out the proposed list to their employee groups and discuss it and let them know what was done. Hubbard said maybe they will get some feedback from people who normally don't say anything.

4. NEW BUSINESS

A.

Choose Member for Health Committee to Replace Doug Stamper:

Franco said she knows that this was put in the newsletter. She asked if anyone wanted to be a member. Hubbard said he would be an alternate for Ozuna. Franco said she appoints Albert Ozuna as the member from the EAC to the Health Committee and Britt Hubbard as his alternate.

Motion to nominate Albert Ozuna as the EAC representative for the Health Committee and Britt Hubbard as an alternate by Judy Franco with a second by Chew Allen.

Ayes: Allen, Franco, Hubbard, Kidd, Ozuna, and Russell.

Nays: None Motion carried.

B.

Consider Employee Spotlight Nominations:

There were no nominees.

C.

City Bucks Update:

Smith passed out the list of City Bucks used by employees. She said the latest City Bucks used were from the Emergency Communication division. Smith said several employees combined their bucks to rent a room at Carnegie Town Hall for a baby

shower. She said the other employees have used them for hunting, camping and fishing. Smith also reminded them that the Auditing division will wait till these expire on September 1, 2015 before they do anything with them. Franco asked if there was a list sent out with the City Bucks of what to use them for. Anderson said there was a cover letter sent with them. Franco asked if there were options. Anderson said the EAC has talked about other things to use them for and the City Manager's office is aware of those things but they haven't added anything new. Anderson said the EAC could send the City Manager's office a memo saying some employees would like these things to be added to the list for City Bucks use. Hubbard said they could come up with some ideas to add.

5. COMMUNICATION/DISCUSSION

Ozuna asked if there was going to be a cost of living raise. Anderson said she has not heard.

Hubbard said some of the topics for the budget meetings for the EAC would be to talk about changing the usage list for City Bucks. He said everyone needs to come up with ideas for the budget meetings in May. Russell said this will be the first time to be in the budget meetings. Ozuna said he would like to get the safety incentives money started again. Hubbard said the EAC may in March of each year request a meeting with the city manager to discuss budgetary concerns and make recommendations of the upcoming fiscal year's preliminary budget. He said if requested, such a meeting will be held within 30 calendar days. Hubbard said the EAC needs to do this in March. He said in July the EAC has another chance to talk about Chapter 17 again. Hubbard said this is all stated in Chapter 17-2-9-215 of the City Code. Franco said everyone needs to e-mail her with their ideas. Russell asked Anderson about possible early by- out for retirement without penalty. Anderson said years ago that was brought up in front of the Pension Committee and they didn't approve it then and the code would have to be amended. Russell said that would be good to bring up during a budgetary meeting because this may help the City save some money. Hubbard said it sounds like they need to have a special budgetary meeting to see what everyone would like to recommend to the City Manager in March. Anderson said they may want to get on the manager's schedule and then have a meeting to get their recommendations ready. Russell said March 10th is the next EAC meeting. Hubbard said if they request a meeting with the City Manager at that time, then he has 30 days to set up a meeting. Russell said they need to have a special meeting at the end of February to talk about the budgetary requests. Everyone decided on February 24th at 9:00 a.m. Russell said then they can vote on the recommendations at the regular scheduled meeting in March.

Franco asked if there was an EAC handbook with rules on what they can do. Hubbard said no except the Chapter 17 in the City Code. Hubbard said their main purpose is to get information from the employees as to what they would like to see done and give that information to the City Manager. He said the items that go to council are the times when they need the employees to attend the council meetings.

Russell asked everyone if they would like to have one person trained about grievances to help the employees. Franco said that would be a good idea.

6. *ADJOURNMENT*

A.

Motion to adjourn by Albert Ozuna with a second by Stefan Kidd.

Ayes: All Nays: None Motion Carried

Meeting Adjourned at 9:50 am