

Minutes
EMPLOYEE ADVISORY COMMITTEE
April 14, 2015
Mayor's Conference Room
9:00 a.m.

The meeting was called to order by Judy Franco at 9:10 a.m.

1. *ROLL CALL*

MEMBERS PRESENT:

Sir Allen (Chew) –Wastewater Collection
Judy Franco-GIS
Britt Hubbard – SSC
Jorg Stefan Kidd – Building Maintenance
Wade Lewis - SEWTP
Albert Ozuna - Streets
Jackie Somerlott- PW Admin

MEMBERS ABSENT:

*Excused

**Unexcused

OTHERS PRESENT:

Denise Ezell – City Clerk
Sherry Anderson-Assistant HR Director
Sue Smith-Human Resources

2. *MINUTES*

A.

Approval of minutes of April 7, 2015

Motion to approve minutes with changes by Jackie Somerlott with a second by Jorg Stefan Kidd

Ayes: Allen, Franco, Hubbard, Kidd, Lewis, Ozuna and Somerlott.

Nays: None Motion carried.

3. OLD BUSINESS

A.

Sick/Terminal Leave:

Franco said the sick/terminal leave has been discussed. Somerlott said the proposal will not be done on April 28th as discussed in the previous meetings. Denise Ezell said the preliminary budget will not be printed until it is ready to go to the Council. She said as soon as it is delivered to her office she will let the EAC know. Hubbard asked if they put that on the website. Anderson said she thought he said they did. Ezell told Franco she needs to request from Finance a copy of the preliminary budget when they have it ready. Ezell said it doesn't sound like much, such as, council food or the EAC morale fund. She said you start adding all that up and that is equal to one person's job. Ezell said you should give up the luxuries before you give up a person. She said her and Donna have committed themselves to look at the preliminary budget for those things. Ezell asked if the EAC has committed themselves to a sick/terminal leave proposal. Somerlott said no because there hasn't been anything in writing. Franco said the EAC has never gotten a draft. Ezell said until they give you something then you cannot go back and say this is what we want. Everyone said yes. Somerlott said what the EAC wants is if the City wants to bank the sick leave and turn it into historical terminal leave then as we start accruing sick leave July 1st, we want to be able to use the new accrued sick leave. She said they do not want to use the historical leave unless they have to. Ezell said Doug Wells' proposal is much better than that. Somerlott said if it works the way he says it will. Hubbard said the EAC agreed Wells' proposal will work also. He said they are against what was proposed to them the first time.

Ezell asked what the EAC thought of the severance pay of two weeks. Somerlott said she talked to Tim Wilson in Legal about this. She said if someone who wants to use the terminal leave for retirement and needs to give thirty days notice, the two week notice won't work. Somerlott said that needs to be changed. Hubbard said he is opposed to the emergency order and this needs to be dealt with after this budget year and not part of this current budget. He said that Councilman Wells thought the same thing. Kidd agreed. Hubbard said he thinks other council members feel this way. He said this is a one time shot. Ezell said severance pay isn't paid anywhere else. She said some of the higher executives do. Somerlott said the ten days would wipe her out of her terminal leave. She said this hasn't been presented to the EAC as a final draft yet. Somerlott said this proposal is still in the Legal division. Ezell said someone asked Legal why this hasn't gone forward. She said this has to do with the pension and they have turned it over to the pension attorney in Oklahoma City to make sure it is legal.

Ezell said she appreciates all that the EAC has done. She asked the EAC to call her office. She said the City Clerk's office gets things before the other offices do and if it is something she can tell you she will.

Franco asked about budgeting for the whole year for positions and they want to time it just right for the layoffs. She said will the City budget for those jobs in the first quarter. Anderson said they would reserve the money for the 90 days. Franco said it's all about the timing. Somerlott asked who would present the preliminary budget on April 28th. Ezell said she didn't know but it would have to be one of the assistant city managers. She said if you look at the new organizational charts, you are going to have three new department heads. Ezell said she understood there would be no cost effect to this but the code says they have to have at least a 5 percent raise. Somerlott

said they are not absorbing the balance of the budget. Ezell said that is something that was just done and the Council didn't need to approve it because it was administrative. She said with three new positions, she thought that was a budget change. Hubbard said everyone needs to keep all the groups informed and aware they need to show up to meetings and also contacting their council members.

Ezell said every employee needs to be at the EAC meetings. She said the supervisors can't tell them they cannot go. Ezell said another meeting everyone needs to go to is the pension trust. She said the pension is getting better but at one time it was in trouble. She said everyone needs to know what is going on and no one reads the minutes and most of it is word of mouth. Franco said they can send one person from each division to the meetings. Somerlott said they can have the meeting in the council chambers.

Hubbard asked if the EAC needs to come up with something on sick/terminal leave to present to them. Somerlott said everyone can keep in mind what they want and don't want but until the EAC sees something they don't know if management will propose what the EAC wants. Hubbard said the employees need to talk to the council members. Ezell said you have to keep your emotions out of this and that is hard to do.

Allen asked how long the city manager can prolong this going to council. Ezell said the budget has to be approved by June 20. Anderson said everyone's concern is they are going to try and slip something through. Hubbard asked the deadline for the preliminary budget. Ezell said council policy said by April 1st and they keep saying April 28th it will be done. Hubbard said the 28th is a council meeting and it should be sent to the City Clerk's office first. Ezell said no, the finance department hands it out. Somerlott said it goes on the agenda. Ezell said no, it is handed out and they start having their budget meetings. She said that is where the changes will be made and someone needs to go to all the budget meetings. Hubbard asked if the EAC needs to make a formal request to the Finance office to receive the preliminary budget as soon as it is released to council.

Franco said she can e-mail Jim Russell and cc IT, finance, HR and Somerlott requesting a copy and see if that is feasible. She said if she needs to send a formal request, they would tell her. Somerlott said keeping everyone in the loop is the most important thing.

B.

Chapter 17 Proposal Status:

Franco said the Chapter 17 proposal was e-mailed to Council. She said she didn't know the next step. Anderson said it was sent as an information item. She said because several items, such as the TTD item, are still being researched. Somerlott said it isn't something needing council approval. Anderson said yes. She said the travel policy is an admin policy and can be done through the city manager's office.

C.

City Picnic/Morale Fund Update:

Franco asked what everyone wants to do. She said there is no way they were going to plan a picnic like they had decided in the past meetings. She also said the way everyone is feeling not very many people will show up for the picnic. Franco asked if they should table it. Somerlott said yes. Franco said the EAC could inform everyone after the preliminary budget by having like a brown bag lunch and let everyone know what is going on. Hubbard said have a short informal meeting like a forum. He said a few of the EAC members can go to each one. Ezell said you can encourage them to be there. Everyone said that would be a good idea. Franco said she submits the request to use the morale fund to the city clerk's office. Allen said the EAC can have a lunch

like the Public Works appreciation lunch they have at Equipment Maintenance. He said everyone could come and go and have hot dogs or something like that. Somerlott said they can call it General Employee Appreciation. She said she could talk to Dennis Bothell about having one at Equipment Maintenance. Hubbard asked how that will work for the water plants. Lewis said they would rotate their lunches. Hubbard suggested having one at City Hall. Somerlott said they can put a grill outside. Ezell said they have done this before at City Hall. Ezell said to have two meetings. Somerlott said have it at Shepler Park by the old City Hall. She said the City has things available and it won't cost a lot of money but everyone has to work together to pull it off. Kidd said he has looked at some of the agendas and how Sam's has asked to have fees waved at some of these ballparks for tournaments and that is going on a lot. Somerlott said and the City does it, don't they. Everyone said yes. Kidd said there are three of them, MacArthur High School has two and Sam's. He couldn't believe Sam's request.

Franco said the EAC will hold two meetings. She said one at Equipment Maintenance and one at City Hall. Somerlott asked if the committee would be able to help in the prepping. Everyone said yes. Franco said then everyone could be informed of what is going on, especially those who don't have email. Hubbard said the employees can ask questions and the EAC can show them in the preliminary budget. Somerlott said they can have a question box. Hubbard said employees can ask questions beforehand and the EAC can answer at the meetings. Franco said the preliminary budget has to be presented on April 28th so this needs to be done soon. Franco asked when the next Council meeting is. Somerlott said May 12th. She said just because the preliminary budget will be presented on April 28th doesn't mean it will be finalized. Ezell said they will have budget workshops and those are during the week usually. She said last year they finalized it on June 1st. Hubbard asked if the budget meetings are open to the public. Ezell said yes all meetings are open to the public. Somerlott asked how they would get the funds. Ezell said through the City Clerk's office and the City Manager. Somerlott said then get reimbursed. Ezell said yes. Franco said they can get food donations. Hubbard said this will make the employees feel better that they are not spending the money. Ezell said Tony Griffith from Neighborhood Services can help with the fund raising. Somerlott said Dennis Bothell may help also.

Franco asked if she needed to get approval from the City Manager. Somerlott said they didn't for the Public Works Appreciation. Anderson said send him an information e-mail. Hubbard said to make sure Equipment Maintenance can do this. Somerlott said she would.

Franco said the employees should not feel segregated. Anderson said employees will be informed of the times and will be invited to either meeting. Somerlott said they need to make sure they have permission from their supervisors. Anderson said there is a blood drive/mini health fair on May 1st in the banquet hall. Franco said they can give out flyers at that time. Hubbard said he will be gone April 27 thru May 4th.

Franco said the EAC can have one meeting in the banquet hall at City Hall. She said they can have the same meeting and cook out at both Equipment Maintenance and City Hall. Ezell said she would check the availability of the banquet room.

4. NEW BUSINESS

A.

Consider employee Spotlight Nominations:

Somerlott said she had one but they were not able to finish it up and maybe for the next meeting.

B.

City Buck's Update:

Smith said some employees from the Legal department spent their City Bucks at an adult co-ed softball game. She asked if the EAC wanted these in the budget next year. Anderson said she thought the policy needed to be rescinded if they were not going to do this anymore. Somerlott said she wished they could be used for other things such as animal welfare and revenue services. She said they would have to change the policy. Hubbard said these couldn't have any value that cost the City any money which made it hard to put things in there that the EAC wanted in there. Hubbard said employees have asked if they can build the City Bucks instead of having them expire at a certain date. He said maybe they can roll over to another year. Somerlott asked why there was expiration and if they were copying the safety awards. Anderson said yes. Hubbard asked if it was in the policy. Anderson said yes and it was an administrative policy. Hubbard said then they just need to go through the city manager. He asked if this falls under Chapter 17. Anderson said no and this was an admin policy. Hubbard told everyone to ask their groups if this would matter and if it does, then the EAC will request to change the policy.

5. *COMMUNICATION/DISCUSSION*

Franco said IT had sent her an e-mail list and she sent those who are eligible to fill the positions an e-mail about the open positions for the EAC members. She said there are still people without e-mails and please post the information. Hubbard said he sends his out to the supervisors who have small crews. He said the newsletter had information about the vacant positions on the EAC.

6. *ADJOURNMENT*

A.

Motion to adjourn by Britt Hubbard with a second by Chew Allen.

Ayes: All Nays: None Motion Carried

Meeting Adjourned at 9:50 a.m.