

**Minutes**  
**EMPLOYEE ADVISORY COMMITTEE**  
**June 9th, 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  
Jorg Stefan Kidd – Building Maintenance  
Wade Lewis - SEWTP  
Albert Ozuna - Streets  
Jackie Somerlott- PW Admin

MEMBERS ABSENT:

\*Excused

\*\*Unexcused

OTHERS PRESENT:

Doug Wells- Councilman  
Jerry Ihler- Acting City Manager  
Chase Massie- HR Director  
Sherry Anderson-Assistant HR Director  
Sue Smith-Human Resources

2. *MINUTES*

A.

Approval of minutes of May 12, 2015

Motion to approve minutes by Jackie Somerlott with a second by Jorg Stefan Kidd  
Ayes: Franco, Golden, Kidd, Lewis, Ozuna and Somerlott.

Nays: None Motion carried. \* Hubbard arrived at 9:10 a.m. and Allen arrived at  
9:30 a.m. after the minutes were approved.

### 3. OLD BUSINESS

#### A.

##### *Sick/Terminal Leave-Jim Russell:*

Ihler said that Russell would not be present. He said he would like to get with Brooks, Finance Director and Chase in HR to discuss this policy further. Ihler said his understanding of the discussion is that 576 would be subtracted from an employee's terminal leave and put back when the employee retires and use it for the terminal leave. He said employee's who have the 576 would be paid the 96 hours as sick leave in lieu as done in the past. Franco said yes and those not eligible for terminal leave would use the current formula for a pay out when they leave employment with the City. Anderson said the formula is in Chapter 17. She also said the EAC wanted the employees to use the current sick leave and not the historical/terminal leave. Ihler said there would be no additional sick leave for new employees once the leave is capped. Massie asked what companies in Lawton pay terminal leave. Wells said no one, but other cities do. Ihler said that he would like to table this until he has time to talk to Finance and HR.

#### B.

##### *Leave Bank Policy- Chase Massie:*

Massie handed out the policy. He said in this policy the employee must have a catastrophic or serious illness to use the leave bank. If an employee is not able to work for seven days then he/she can apply to the leave bank. He said two forms were added to the policy. He said one is for the recipient and one is for donating hours to the leave bank or a specific employee. Massie said an employee can donate vacation time only. Hubbard said he was concerned about the field employee who may have a minor injury but can't work and needs more hours to be off. Massie said it would be a case to case basis. He said there is no appeal process for an unapproved leave bank but if an employee would like to talk to him and give more explanation he/she may do so. He said the City Manager gives the final approval but can appoint someone for that purpose. Massie said this can help stop the frequent use of the leave bank for some employees and a savings to the City. He said if an employee, who has use or lose vacation hours, doesn't donate their extra hours to the leave bank then it is gone by the end of the fiscal year. Massie said this will insure the leave bank doesn't have an endless amount of hours. Wells said the City won't have to account for those unused vacation hours. Massie said if an employee is not approved for the leave bank and someone has donated vacation hours to that person, then they can retract their offer or put their hours in the leave bank. Hubbard asked about changing the policy to include employees who have not worked for the City for a year. Massie advised against that since FMLA is for employees who have worked for twelve months or longer. Massie said this policy is an Admin Policy and needs to be approved by the City Manager only.

#### C.

##### *Discussion of Budget Meeting:*

Ihler said at the Council meeting it was discussed to move \$1 from the cloud seeding to the refuse to keep it at a twice a week pick up. He said tonight they will vote on approval of this issue. He also said they will vote to approve the balanced budget. He said in the budget there will be no layoffs, the vacant positions will not be filled until January unless it is essential personnel and no step increase for general employees, fire

and the police are still in negotiations.

#### 4. NEW BUSINESS

A.

*Anniversary Pins- Chase Massie:*

Massie said to honor employees he would like to have pins made for those who have worked for the City for 5, 10, 15 or more years. He said they would be gold and have stones in them also. Massie said he would like to start this and present them with a certificate annually. He said they can discuss later whether to give them at a luncheon or a dinner for employees. Ihler said he feels the Council will support this also. Hubbard asked if this would continue each year. Massie said yes. He asked if he could start this year by using the employee morale fund. Franco asked if the morale fund will be there each year. Massie said the Jim Russell was going to get back to him on this. He said the current fund will be gone this fiscal year if not used. Franco called on a vote to use the morale fund for pins.

Motion to use the morale fund for the purchase of employee pins by Jorg Stefan Kidd with a second by Jackie Somerlott

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

Nays: None Motion carried.

B.

*Health Insurance- Chase Massie:*

Massie said the City is self funded. He said the health insurance is now negative \$95,000. He said the health plan suffers based on the claims of the employees. He said the insurance premiums will be increased 10% on the June 26<sup>th</sup> paycheck. Massie said the employees will be increased as well as the City side by 10%. He also added that the City's insurance premiums are lower than most companies. Massie said part of his job for next year will be to get the best benefits on health insurance at the lowest cost and keep the City sustainable. He suggested having the dental separate from health since a lot of people don't use the dental insurance which would save the City money. Golden asked why do this after open enrollment. Ihler said this is due to the transition the manager's office has been going through in the last two months. Anderson said the health committee has looked at this for several months but was hoping it would get better. Ozuna asked about employees using their spouses insurance but Massie said that would be very difficult to track and manage.

C.

*Consider Employee Spotlight Nominations:*

There were no nominees.

D.

*City Buck's Update:*

Smith said one employee used their City Bucks for a reunion at Lake Lawtonka.

5. *COMMUNICATION/DISCUSSION*

None

6. *ADJOURNMENT*

A.

Motion to adjourn by Britt Hubbard with a second by Albert Ozuna.

Ayes: All Nays: None Motion Carried

Meeting Adjourned at 10:50 a.m.