

Employee Advisory Committee (EAC)

APPROVED

Regular Meeting Minutes
October 13, 2015
Mayor's Conference Room @ 9:00 a.m.

The meeting was called to order by Judy Franco @ 9:02 a.m.

1. ROLL CALL

MEMBERS PRESENT:

Judy Franco-GIS
Scott Golden-MPWTP
Jorg Stefan Kidd – Building Maintenance
Denise Ezell – City Clerk
Albert Ozuna – Streets
Ashley Glaze-Lyle – License & Permits
Elton Rogers – IT
David Rolando – Solid Waste Collection

MEMBERS ABSENT:

* Doug Wells – Councilman
* Jerry Ihler – City Manager
* Sir Allen (Chew) – Wastewater Collection

*Excused

**Unexcused

OTHERS PRESENT:

Chase Massie - HR Director
Tiffani Burk – HR Generalist
Britt Hubbard – SSC
Wade Lewis - SEWTP
Rusty Whisenhunt - Engineering
Richard Rogalski – Planning Director
Courteney Cacho – City Manager's Office

2. MINUTES

A. Approval of minutes for September 8, 2015

Motion to approve minutes by Denise Ezell with a second by Jorg Stefan Kidd Ayes: Ezell, Franco, Glaze-Lyle, Golden, Kidd, Ozuna, Rogers, Rolando Nays: None Motion carried.

3. OLD BUSINESS

None

4. NEW BUSINESS

A. Health Plan Proposed Changes:

Judy said she invited Whisenhunt and Rogalski to talk about the health plan changes. Judy asked if there was anything that needed to be relayed to the employees as far as if there were going to be any changes. Whisenhunt said he is Chairman of the Health Committee and as of the last meeting we were five hundred and something in the hole, negative; the second 10% increase was implemented in last June and right at the fiscal year for the health plan; it continued to go down in funding and now that the new deductibles are kicking in we are hoping to see that turn around. Whisenhunt said hoping is a very big word because it hasn't really shown any progress as of this time with that 10% increase; one of the issues with our health plan is what the Affordable Healthcare Act put on our health plan expenses that were not there before; coverage that was

Employee Advisory Committee (EAC)

not there and taxes that were not there before that adds up to a serious amount of money. Whisenhunt said those issues have caused some depletion in our funding; that was in attempt to save last October a 10% increase was implemented and then in June another 10% was implemented to try to stop the bleeding of the health plan and return it to a solid ground. Whisenhunt said right now we haven't really seen the great progress in that; we have our next Health Committee meeting next week; along with that we have been evaluating changes to our health plan because of Affordable Healthcare for us to make and those have been implemented to stay in compliance with the law; which has impacted the funding that we have available. Whisenhunt said we have started evaluating and still in process of evaluating changes; we started looking at premium increases; premium increase gives you the biggest increase in funding; benefit changes are smaller and has less impact. Whisenhunt said what we are looking at is Plan 65 retirees; right now we are trying to review to see how much that actually saved us, what was projected to have saved us. Whisenhunt said Plan 65 actually moved the retirees off of our health plan to a supplement plan which they are paying their portion of that supplement plan; because they are eligible for Medicare. Whisenhunt said we are hoping that it will start to help us start to draw some savings in our fund.

Whisenhunt said the items that we are looking at currently are your individual deductibles; we have asked for the numbers to see how much the savings to the plan would be; right now our deductibles are \$500 per individual. Whisenhunt said we've asked for the numbers to see how much that would save the plan if we went to \$750, \$1000, \$1250; we have not gotten those numbers per say individually. Whisenhunt said we wanted the individuals to see how each one affected the plan not as a group; our consultants gave us information related as a group and those changes was looking at deductibles, co pays, prescription changes with out the dental changes, \$150,000 - \$160,000 a year per change as a group, but we wanted to see what each individual would make. Whisenhunt said we are looking currently at the deductible, the maximum out of pocket increases; we are looking to see how those would affect the plan; we are also looking at the office co-pays. Whisenhunt said our plan at one time we had a \$20 co-pay when you go to a doctor but for a specialist it was higher; we are looking at how much that would provide us if we make some changes to the co-pay; if we made the regular office visit from \$20 to \$30 because \$10 is a small bite for an employee; going from \$500 to \$750 is little bit more for an employee to handle. Whisenhunt said like going to a \$40 specialist or an urgent care facility co-pay; also emergency rooms is currently \$100 deductible if you're not admitted; we are looking at how much it would provide us in our health plan if we took it to a \$200 deductible. Whisenhunt said prescription coverage is one of the items that cost our plan the most money; we are looking into going into a 4 Tier Prescription Plan and see how much that would provide us in savings. Whisenhunt said there are some drugs that are extremely expensive; we are looking at moving those to the 4th tier level in a 3 tier plan and changing the percentage that the individual would have to pay towards those drugs. Whisenhunt said there has also been a proposal on our dental plan; currently we are covered through BlueCross BlueShield and it is part of our health plan; there have been proposals brought forth looking at cost savings by separating it from the health plan and moving it to a fully insured dental plan. Whisenhunt said there have been discussion promoted by the City; currently the City pays part of your health/dental insurance and the City doesn't want to pay part of it because they are trying to get money back in their budget for numerous reasons and hopefully step increases are one of those reasons.

Whisenhunt said we are looking at protecting the health plan and taking it to fully insured; even with the percentage that pays between the City and the employee, the Health Committee will still promote the same ratio being paid. Whisenhunt said it will give the employees options by going to a fully insured dental plan; if you have young children and you need orthodontic work you can buy the plan that covers more on the orthodontic work. Whisenhunt said if all you need are cleanings you can look into the plan that covers the cleanings; so those are issues related to dental; there's been a discussion on whether or not that would become fully insured by the employee and the Committee right now is not in favor of who's paying those percentages. Whisenhunt said interest is going to cost us more and there's no way we are going to get around it; we are looking at making the health plan more sovereign and it being funded; the City has two areas: budgetary and income; they want to save money for the budget but the Health Committee is really looking at the sovereignty of the health fund. Hubbard asked what kind of increase we are talking on the dental if the employee is paying the total amount. Whisenhunt answered fully insured we will put out for quotes and for RFP; going from a fully insured plan and we're not fully insured; it will be based upon the dental plan you pick. Whisenhunt said right now the City is paying in neighborhood of \$23, but two times a month, just under \$24 a month that the City is contributing; so with fully insured we don't know what those costs are until an RFP is done and evaluated; but if it was the existing plan and the City was not contributing it'll be \$12 a pay period increase to the employee. Hubbard said just in that one area, talking about this may increase the employee's portion of dental \$25 a month; also if we change some of these others you're also looking at additional cost directly to the employee with these shifts on their healthcare. Hubbard said people could very easily be looking at \$50 - \$100 additional per month if they want to keep coverage that the City is providing us; his personal opinion, it's a shame on the City of Lawton for doing this especially since we've already been put under the strain of not getting increases in pay. Ezell asked last October we had an increase, at what point and time we know how we were spending money. Whisenhunt answered we were \$100,000 in the hole. Ezell asked in June. Whisenhunt answered went up to \$350,000 in the hole in June but it was continuing to fall an excess of three hundred; at that time the first 10% was voted and made permanent a increase and the second 10% was voted in as a temporary increase.

Ezell asked in October, general employees and fire were the only ones that received that increase is that correct, police didn't receive that increase. Whisenhunt answered no. Ezell said they didn't receive an increase until June of this year. Whisenhunt said in October everyone got an increase; end of June the police did not go into effect until an MOU was signed in July. Ezell said the police were upset because they went up 20% in July; they didn't take it in October. Whisenhunt said both groups, everybody went up 10% in October. Ezell asked how long we knew that Obama Care was going to affect us in this manner. Whisenhunt answered the amount that Obama Care was going to impact our insurance, not sure that we know all of the impact today. Ezell asked did we know it was going to be an impact 3 years ago. Whisenhunt answered the Health Committee proposed a yearly increase 4 years ago to do a yearly step increase on the health plan to get ahead of the curve; that was not

Employee Advisory Committee (EAC)

proceeded with. Ezell asked you didn't proceed with that. Whisenhunt answered the city manager did not. Ezell asked want to get a rumor straight, did the previous administration also not place their portion of the City's \$500,000, whatever it is, a year in the healthcare a couple of different times because they wanted to leave more money in the budget. Whisenhunt answered all of the City's contribution as far as he knows were put in the health plan. Massie said he doesn't know the answer, he doesn't think that would be possible because the City has to pay their portion of the bills to pay the health insurance bill. Ezell asked if they keep tabs on that. Whisenhunt answered he's been on the Committee 4 years and in that 4 years the City has made their contribution; as far as the journal entry shows he has not seen any cash. Whisenhunt said now the health plan owed the City \$300,000 that was loaned to them almost 10 years ago; 4 years ago the plan had reached a sovereignty level that the plan paid the City back \$300,000 and that was about 3 1/2, 4 years ago; about the same initial 10% when it was reduced off went into affect and that 10% was reduced down; the fund grew enough that the City was paid back that \$300,000 loan from the health plan. Rogalski said there are so many factors that go into the sovereignty issue; we have the Obama Care issue which doctor offices really didn't know how it was going to affect them and it's made some catastrophic affects. Rogalski said we are a self funded group which we are a small pool of people and how many expensive illnesses/accidents are we going to have next year. Rogalski said the extra 1 or 2 affects our plan dramatically especially now a days; another issue is Medicare, people live longer and they come with our great medicines that you pay a premium for. Rogalski said those types of pills weren't available about 5 years ago; because it's a group plan you can't react over a group of bad numbers because a couple months later it could go back the other way and now we are good. Rogalski said we are trying to react slowly to some of these numbers step by step; there are 2 issues, one is this is our plan and our check book so we will have to make sure that our check book balances otherwise all of us lose our healthcare; so we all have to work together and issue number 2, who pays which part, the Health Committee is trying to make it sovereign and we would have some input because we all have to pay the same premiums.

Whisenhunt said even BlueCross & BlueShield full coverage plans are seeing the impact of the Affordable Healthcare; benefit that those plans have that we don't have is in the first couple of years of that they're getting subsidies to help offset some of those costs. Whisenhunt said we have to pay those subsidies and we get no benefit from them; last December we had to pay a Reinsurance Tax which was a hundred forty some odd dollars that we had to pay to the federal government because the insurance companies had to take people no matter their pre-existing conditions. Whisenhunt said that money was to go to the insurance companies because they were having to take those people; BlueCross BlueShield, United, those groups actually get money back from the federal government for covering it and we don't since we're self insured. Whisenhunt said that \$140,000 does us no good but we have to pay it into the federal government. Ezell said her complaint with the City of Lawton is from our water bill to our pension to right here to you guys, we always want to get big, when it's going good let's not touch anything; for the future every year make that 10% increase because it's much easier to swallow. Whisenhunt said it's on our agenda right now for our next meeting and it always has been, we are starting to look at a 5-10 year plan; we attempted it 4 years ago; to start looking out for our future and if we need a percentage right now, we can handle that. Whisenhunt said it's that 10% twice a year that hurts everybody, it hurts the City and the employees; that couple percentage a year is more manageable on the health plan and it's just like looking at these plan changes, a \$10 co-pay increase for a doctor's office is much easier to take then a \$250 or \$500 out of pocket deductible is; so that's why we're looking at how much benefit it provides the plan to see which of those will actually impact something an employee can take financially without devastation. Hubbard said the City needs to be providing or get hit the exact same way as the individual employee; nothing should be slid over the employee to reduce the amount of the increase to the City of Lawton. Hubbard said it's only fair to the employee, his feelings are any increases we had is the responsibility of the City of Lawton to do what they need to do to increase the fees, taxes, whatever has to happen to make sure that end is covered and that's something that should be presented to the public; he pays taxes as an individual and he thinks the City of Lawton should pay the exact same increase or have the exact same share as the City employees. Hubbard said if that's not happening, his personal opinion is that should be done and the City should not slide additional fees over on the employees. Whisenhunt said the Health Committee's task is looking for the sovereignty to the health plan; all of the Health Committee is going to promote that percentage staying the same but the actual one who needs to champion that cost is this Committee and not the Health Committee. Franco said that's why we invited Whisenhunt because we needed information. Ezell said we need to add on our agenda a monthly report from the Health Committee or somebody from this Committee needs to be attending that meeting. Ezell said in 15 years that she had seen all of this, if we had taken it in little bites we wouldn't be hurting today; every benefit we have is hurting today because we haven't kept up with the increases of life.

Rogalski said looking into the future, one thing we are going to start seeing in that national trend, is Preventative Wellness and promoting that; not only do we have our Fair coming up which we all should participate but in the future you will be seeing cost incentives. Rogalski said there are some companies that have a credit if you don't do this or don't do that. Whisenhunt said that is one thing that Affordable Healthcare put out that we are absorbing; before we didn't have a lot of Wellness screenings or all those things that were covered by our plan; Affordable Healthcare forced that upon us. Whisenhunt said before flu shots you had to pay your co-pays on it but now flu shots are covered; there are many other preventative things that were put on our plans which are good but take a while before those start showing up. Whisenhunt said one of the key things is if you don't have to use the health plan our fund gets better quicker and that's what Wellness is about; the employee feels better and they are doing better, live longer, they are more productive, so the City, employee, and the plan benefits. Hubbard said he thinks the Wellness Committee has done a wonderful job; if we start participating in some of these and change some of our lifestyles that would be tremendous; there has been a savings that may start coming back to us for the next 5 or 10 years; he is all for the Wellness Committee. Lewis said the concern he has on the insurance is if we get these prices up too high is it going to be more feasible for a healthy person or family to go elsewhere to get insurance then the City will be stuck with basically the sick; they are using our insurance, the people who are costing us money. Hubbard said more people that drop out of the system the less money coming in. Golden said it's one thing to raise up for example saying that we have a trend where we are going down but we are still giving step increases, it wouldn't be as big of a hit but now since the City isn't giving any step increases; you start raising all of these premiums up, the co-pays an extra \$100 or \$200, like Hubbard said they start dropping out to try to find

Employee Advisory Committee (EAC)

insurance elsewhere. Whisenhunt said the trouble with that is our current family coverage is \$187 and that's after the two 10%; you cannot go buy a plan for \$394 a month or that's anywhere close; for one thing Affordable Healthcare won't certify that plan and you would be paying a penalty to the IRS when you do your taxes; that plan is basically a \$700-\$1000 a month premium; so our plan is still very inexpensive. Whisenhunt said the real problem is the majority of our employees are labor and trade, the income level doesn't compare to other places that have majority of professional employees.

Rogalski said it's kind of our whole City; low income is lower than state average; that's one of the things that we are working on, checking on development and trying to turn that corner. Golden said one of the other thing is that they don't go and try to find another insurance plan that the overall City has all together; you get somebody that's been working here, their hourly wage isn't going up but then all of these costs they have to pay for insurance; people are implying that they are going to look for another job. Golden said you are going to steer people away from trying to hire. Whisenhunt said realistically the City is seeing that right now; realistically that's happening; we aren't getting applicants because of those issues. Rogalski said that's why we got to get more money; our City needs to create more money so there's more income for the City of Lawton, we can pay our share of the deductible, we can pay our employees better and provide step increases. Rolando said our pay has been going down for 7 years now with all of these raises 10% here 10% there. Rogalski said deferring maintenance is never a winner because when it comes time to do it that will cost 5 times as much and then you are wishing you had done it in the first place. Massie said that's where we are with our health insurance; we have got to fix the plan. Whisenhunt said if the proposal 4 years ago had went into affect you would have seen a 12%, 12 1/2%, 13% increase over that 4 year period of time, we would not have gotten to the level we are right now. Ezell asked what happened 4 years ago that we didn't force management to do so, was it because we didn't have EAC to push the issue? Whisenhunt answered the Committee made their recommendations sending it to the City Manager's office and nothing was done. Ezell said then we need you guys reporting to us so we'll know to get behind you. Franco said that was why she invited Whisenhunt that way we can tell our employees, make them more informed; they can prepare themselves, at the same time they can adjust their budget. Ezell said we need to stand behind them as much as we need them to stand behind us. Franco said we need to keep everybody informed so they know what's coming. Rogers said it also helps when it's coming from us or the Health Committee that we need to increase opposed to coming from down the hall. Massie said the only thing he would caution is we are 8 months out until the next fiscal year so no changes will be coming from HR's office or City Manager's office until the next fiscal year. Whisenhunt said these proposals we are looking at are for next year, we are collecting the information trying to evaluate it; so these aren't changes that we are looking at right now; looking at 8 months out wanting to start those trends the right way.

Golden asked whatever changes that we do decide on we are going to push it for the next fiscal year, is it going to be known before the employees go to the open enrollment. Whisenhunt said that's why we started pushing this out there; we started looking at this stuff earlier so it's not an after-the-fact. Golden said that was one of the things he had brought up because when we got our 10% increase back in June, open enrollment had just ended and then a week later they were told that it was going up 10%. Golden asked we just did our open enrollment and reconfigured everything within that year for health expenses, why Massie didn't let us know this before then so we could prepare for it. Massie answered from his office they will not push out any mid-year changes or premium changes mid-year; everything will be out prior to open enrollment. Whisenhunt said what's happened is we actually have people that are looking ahead in the HR position and in Management position. Golden said he remembered a discussion when Massie had just gotten here, when we were out of a HR director, it had been overlooked and hadn't been watched closely to see the balance in our health fund; when it got close to the new budget year we had already closed open enrollment and then realized that we were negative; then decided that we needed to go up 10% but we had just finished open enrollment; the new budget year was three weeks away, if they would have let us know it could have taken place a week before hand. Whisenhunt said one of the issues was there were some changes to the Plan 65 which will move the retirees out of the health plan, they will stop receiving premiums from the retirees January 1st; we were still paying bills from last year for all of the retirees from three months or so. Whisenhunt said change is suppose to supply cost savings to the plan but you weren't getting the premiums for three months plus and their bills were still coming in; so that kept it going down and then we moved into the end of the year when everybody had met their deductibles, all of these came together in April, May, June time period. Whisenhunt said this kept the plan going down; now we are in a new deductible year and the premium increases are starting to come in; then there are no more bills out for that transition of Plan 65; it should balance out and start back up. Golden said his biggest concern was that we weren't blindsided with anything. Whisenhunt said the City didn't like that because it was \$500,000 out of the City funds too that they had to come up with; 10% increase to the employees and the City has a 10% increase also that adds up to half a million dollars for the City.

Rogalski said we are trying to get this thing done early; trying to get any recommendation we have done early so it can get in before the budget process; the budget process is just a nightmare. Ezell said she would like to see Rogalski or Whisenhunt at every EAC meeting. Whisenhunt said Ozuna is at every one so he should be able to represent the Committee very well but if there comes a time that Ozuna can't make the meeting, please email him. Ezell said we need to add a report from the Health Committee on our next agenda: would like to give kudos to Massie, Wellness has become a big issue and he is really pushing it, we need to stand behind him. Massie said there are so many proven cases where people may have found something that may have saved their lives, something that may have been missed over the years; it's a big deal because if you catch it now, it's great for them instead of us spending millions in the health fund later, it's thousands. Lewis asked if they were going to do an overall City wellness. Massie answered no, it is completely confidential, everything will stay between the employee and they will give you the option if you have a primary doctor to have your information sent to them, if you don't have a primary doctor they will help you find one and then send it to them. Massie said on the health insurance there will be a lot coming out, there's going to be some changes next year, he doesn't want to hide that fact, from the City Manager and his stand point we've got to; the plan is negative half a million dollars; at this point, his office isn't looking for any premium changes as far as another 10%; he feels we need to make plan changes at this point. Massie said we are a very

Employee Advisory Committee (EAC)

rich plan; we have the best insurance in Lawton; if you look at Oklahoma City, a city six times the size of ours, their employees pay double what we pay. Hubbard said we have good insurance but at the same time he thinks with what we've got it should be balanced on the fact of the employees themselves; we need to watch out as far as what changes we make. Ezell said it's inevitable and we are going to have to do something; as we know employees are going to take the biggest brunt of it. Massie said we've got insurance brokers and they tell us the averages; National average for a deductible is \$2500, ours is \$500; Cameron, Goodyear \$1000; we should have a 1.5 million dollar reserve but we are negative \$500,000; so it gets to a point where we want to do it the right way and up front, that's the goal, but we have to be able to pay the bills. Golden asked he understands what we are paying is a lot better than the surrounding areas but what's the average base pay per hour rate. Whisenhunt answered it's different. Golden said they can afford that; the numbers look better but if you take the other side into consideration it's really the same. Massie said that's a great point; the one thing we will target is trying to impact the people who use the plan; we've got 800 employees and there's a large number that are employee only, they are healthy, they hardly go to the doctor so it's better to make changes to the plan instead of premiums, if you make changes to the premiums we affect all 800 people; if we do it to the plan you'll affect the one's who directly use it. Franco said like Whisenhunt was saying, if you change the co-pay or if you just went to your regular doctor its \$20 and specialist is \$40. Massie said right or like prescription coverage we've gotten very high on drugs; one of the reasons we continue to go negative even after the 10% premium increase because medical stuff is expensive; drugs are 3, 4, 5 times more than they were just a year ago and they are predicting it's going to be 3, 4 times higher than they are before the end of this year. Massie said it's great because we are starting to see some cures for things; Hepatitis C has a cure now and to get cured its \$84,000; so you are going to pay for your cure; they are starting to find treatment for a lot of these autoimmune diseases and things like that are wonderful and you're going to pay for it; by changing these prescription costs and doing the percentages it's putting the cost on the users. Massie said so that's kind of where we are at but again we are 8 months out; a lot of things are being talked about; we are working with police and fire to get them on the same playing field as general employees, that's a priority; whatever the general employees are doing fire and police need to be doing the exact same thing; effective July 1, 2016.

B. Proposed Ordinance Change to Chapter 17-1-6-168 to the Administrative Leave:

Ezell said it was when they put Long on Administrative Leave there was nothing in the code that stated who's suppose to do that, how it's suppose to happen and how long; they are making a change to the code because we have 5 contract employees and it just tells who's responsible for putting them on Administrative Leave; it really doesn't affect the general employees. Ezell said it didn't say who was supposed to do that. Massie said it's really just correcting it. Lewis said he knows a few people who have been arrested before on their own time, it had nothing to do with their job and they didn't miss any work; when they came back to work they went on Administrative Leave without pay for like 3 days. Lewis asked if that was a policy that the City has rights to do. Golden answered it's in Chapter 17 under the disciplinary which says if you're arrested for a felony or misdemeanor they basically have that option; if it doesn't involve your position with the City or your job first hand. Golden said if it's a personal matter leave it personal, to him the City shouldn't have any business in your personal issues unless it directly affects your job; it's very vague. Massie said the way it reads is an employee who is accused of an indictment and/or complaint information and charged with the crime, whether misdemeanor or felony, regardless of whether or not said employee is incarcerated maybe placed on insured leave without pay by the City Manager following a meeting between the employee and the director or just the City Manager. Massie said like Golden said, it gives that option to the City Manager. Ezell asked Golden if he feels it shouldn't be so vague. Golden answered he has the print out of Chapter 17 and there was a small line in there saying they could be put on Administrative Leave if they're accused or arrested for any felony or misdemeanor; it's one of those things that basically depends on what it is. Golden said if it doesn't involve your job or you weren't on City time because the way it was explained to him is that you're making the City look bad. Golden said if he gets a DUI and 90% of my job is driving around town, yes that is justifiable; if you have a domestic dispute with a family member outside of work, which situations happen, that's none of your business.

Massie said it's at the discretion of the City Manager which states that nothing is going to happen prior to meeting with the employee; and he agrees with Golden about the domestic and if things are broken, then it's none of the City's business but if there's a dispute in public and a gun is pulled out, it still is a domestic dispute but in a different setting. Massie said he thinks we've got the City Manager and hopefully he will take all of those into consideration. Golden said there was another part of it that you have 15 days; action has to be taken within 15 days of the scenario; he's seen it where it's happened 6 months later. Hubbard asked wasn't it recently changed to 30 days. Golden said even 30 days, an employee has a DUI and they aren't sure what's going to happen then 6 months later when they actually have court then they are put on Administrative Leave; half a year has gone by and now you want to act on it. Ezell said she believes you're innocent until you're convicted; conviction has a lot to do with it. Golden said it's not the time that a person got the DUI it was 6 months later disciplinary action was taken; what we are getting at depending on the charges if it's going to affect your job. Kidd said in his department they had an individual a while back and he would like to know if somebody has anger management issues that way if he has to get on to them, then discover later on that a year ago he beat somebody up with a crowbar; he believes every case is going to be different. Ezell said we have to trust our management. Massie said it can say whatever it wants but the City can determine that they want to terminate someone; so we've moved some of these disciplinary matters to HR within this last month and we are making sure that we are following policy.

C. To Approve Appointing a Committee of Either the Chair or Vice-Chair of the EAC & 2 Other EAC Members, the HR Director & Tiffani Burk to Review Chapter 17-2-9-202 & Any Other Sections of Chapter 17 that the Committee Deems Necessary:

Franco said it's coming up for our Chapter 17 to make changes and present it to HR and City Manager. Ezell said she put it on the Agenda to ask

Employee Advisory Committee (EAC)

Burk, Massie, Franco and then two others from the EAC elections to find out what our job title is and what position it puts us in; where HR thinks we are at; there's a lot of confusion. Ezell said it boils down to both Hubbard and Lewis being disqualified from running because where they were allowed to be placed by prior administration and HR believed they shouldn't have been placed. Hubbard said there was a change to that which was supposed to have been made by the prior HR director that apparently didn't follow through. Ezell said they allowed Hubbard to take the position; positions were not what it showed as code so he made an adjustment that he should not have made. Ezell said there are problems that need to be changed and need the Committee to sit down to look through those to make changes; one of the things that was suggested was doing away with Labor & Trades 1-3; go to divisions, a lot of these guys are representing people who they really don't have anything to do with. Golden said one scenario, we all are working in the same department and we each are going to represent somebody different in this room than we work with; you have 3 different EAC members that's going to represent 3 different sets of people under one roof so split them up; he is representing people under his department because they are under a different classification; look for an email list that says just Labor & Trades 5. Franco said that's why she wants to get with Massie and classify each employee to who their group is. Massie said that Ezell is talking about this Committee needs to sit down and it needs to be more than just him making the decisions; he has only been here for 6 months; there need to be multiple people's input to figure out what are the categories that we want to use; if what we are using is too broad then take it to Council; get that approved and in code that would be used in the next elections. Ezell said she would also ask that Gibson in her office to be placed on there because Gibson's the one who has to deal with it during the elections; as long as we have a quorum, 4 EAC members can be there. Golden said it would make it easier especially if you have an EAC group; he changes jobs, if he's still in the same department then you don't have to worry about going to another title. Burk said it may increase your members.

Ezell said it may not be a bad idea because we could get in touch with our employees. Franco asked if she changes jobs and goes to HR do you guys place them in a different category. Massie answered we should be able to record in GEMS; when the PAF comes in, our process will be to then change their code in GEMS. Franco said she was just looking at the future so we can call Massie to run a report. Ezell asked if we need to have it by December for Ihler. Franco answered we need to have it for Massie by December. Franco asked do we have the ability to make changes to admin policies, can we make proposals. Massie answered yes. Ezell said that goes to Massie and Ihler. Hubbard said you have twice a year to meet with the City Manager. Ezell said she volunteers Golden and Franco. Rogers said he volunteers Glaze-Lyle and himself. Ezell said you all will need to correspond with Massie, Burk, and Gibson; Gibson can get it on the calendar with the City. Franco said we can correspond with emails. Hubbard said one of the suggestions that he has when you start looking into the EAC reps, send out a City wide email and try to get some input; find out why people may feel like they aren't being represented. Glaze-Lyle said or a survey. Hubbard said yes, try to get their input as far as what they see is the problem and try to resolve it that way; because everyone has a completely different point of view. Hubbard said we have areas within the City that haven't been represented because they really don't know who is suppose to represent them; the person who did represent them may be in a department where they have no idea where or what it's about. Burk said for example Clerical #1 represents 68 people and Clerical #2 represents 23 so something needs to be changed there. Hubbard said what works is someone who is not tied to an individuals division or group to get input from people who feel more free to talk to somebody; people don't necessary want to go to the person in their department because they may spread the word, those things really do happen. Hubbard said there are a lot of workers in the City that are afraid to say anything because of retribution.

D. Review EAC Member Classification

Franco asked if that's basically taken care of by the Committee. Massie said that is correct.

E. Halloween Event:

Franco said she was asked for the EAC to host this years Halloween event and if they've seen the flyer that was sent out; what we need are booths; it's going to be here at City Hall and we are going to have 4 daycares doing trick-or-treating. Franco said we are going to have contests; she's invited fire and police; fire is coming up with a booth to set up; working with police because we need to start working together. Franco said it is on the 30th from 2-4pm; if you guys could go back and ask who's willing to do a booth for the trick-or-treaters; you have to provide your own candy for the kiddos. Franco said this is one way to talk to your employees, see what they think of our Halloween event and get their feedback, find out their concerns. Ezell said City Clerk's office is doing a booth. Burk said last year there weren't many kids. Franco said she's got 65 kids coming. Ezell said Franco has done a fantastic job on that. Franco said she would love to see people from Public Works do a booth. Ozuna said that he thinks so. Franco said she would like to see Hubbard's division do a booth, maybe a secretary man-it from 2-3pm because they have to be back at daycare. Ezell said she thinks that HR should have a booth also. Burk said she doesn't have a problem doing that but they will be doing the Biometric Screenings also, so it maybe an issue on getting that done.

5. COMMUNICATION/DISCUSSION

* Lewis said they told us that we have no money, we can't get step increases but then you see this reconfiguration of the upper end; they end up giving the upper crust a 5% raise; then you see new jobs and that's one thing we get questioned, they want answers. Lewis said we are told that we don't have any money for step increases then the next week there's been a new shift of jobs; they are creating new jobs in the upper level but not filling the lower level jobs. Lewis said the upper level jobs are paying quite a bit more; we all understand that we are having some downfalls and we have to cut back but you don't go an buy extended cable or a new Cadillac and that's what employees see.

* Ezell said she would like to give Public Works and all of those who showed up for the Safety Awards kudos; kudos to Massie for putting that together; once again we are starting to get together; lot of faces she saw that she wished she knew but when she looked outside her window, saw

Employee Advisory Committee (EAC)

that parking lot full, she was highly impressed. Ezell said there are a lot of bad things going on right now; your insurance is going up; you're not getting benefits and we keep getting benefits taken away; we aren't getting raises but in the long run we have a good job. Ezell said we have a lot of benefits that other people do not have; we have a pension plan that most people don't know what a pension plan is. Ezell said 401K is all well and fine except when you don't have a monthly income and we know when we retire we will have a monthly check. Ezell said we do a lot of complaining but she feels that we should be doing a lot of uplifting because part of the morale is on our shoulders. Ezell said if we have a positive attitude then those who work with us will have a positive attitude. Ezell said we need to do well with our Wellness and attitudes; sometimes that's hard because you see your paycheck getting lower and lower every month.

* Golden asked speaking of morale; we've talked about it in the past, Massie has talked about anniversary pens. Massie answered yes and the plan is April; the pens are in and are in his office; the certificate holders are already in and the certificates are prepaid. Massie said a lot of it was taken care of from last years budget; talked to Ihler about working out a way to get the money with a dinner of some sort in April. Massie said we are hoping to find the money and turn it into a service but also a retirement thing; he's real big on morale but HR will do anything that they can to boost morale. Massie said like ordering pizza for the Safety Incentives instead of putting them in inner-office mail; we should be doing more for our retirees, they should get something that says that they worked with the City of Lawton for 25-30 years. Massie said something else he would like to do whether it's a clock or something smaller but something where we take that same banquet for the retirees/pen recipients to allow them to purchase tickets; if you want to bring kids, grandkids, aunts, and uncles; we'll sell tickets at an affordable cost and we'll just cater somewhere in town. Massie said this would be something where we would actually have the City Manager and maybe the Mayor present it to them so there will be recognition. Golden asked if this was going to be yearly. Massie answered it will be yearly; we'll come up with dates, if your year falls within May 2nd it'll be May 1st of the following year and you would get whatever that year increment is; so it's 5, 10, 15, 20, and 25. Ezell said we need to be supporting those people too. Golden said we are losing employees, they have a 2-4 year run and then they are off on to something else; have to give something back that's not hard money but something sentimental. Massie said if you are retiring having something to put on your shelf that says what they did with their life; if nothing else it's a night you're getting a pen and dinner with your spouse. Rogers said one of the big things is the City use to provide plaques; when his department had a guy retire he complained that the City doesn't supply plaques anymore, so our department pitched in and bought him one. Massie said we could do plaques because it's cheaper. Ezell said just being recognized, she thinks it's a neat idea.

* Massie said a couple of other things: this Friday you can/will have the opportunity to wear pink for Breast Cancer Awareness. Massie said we'll be sending out a reminder email to take pictures of your offices and send them; next Thursday is the Wellness Fair on the 22nd; we have over 20 vendors who are going to be there. Massie said it's a great opportunity to get your flu shots, sign up for the upcoming blood drive; if you haven't then go online to register for your health screenings or at the Wellness fair you can sign up in person; you can sign up to get a fitness tracker; HR will be kicking up some challenges. Massie said we are going to have water bottles with the new Wellness logo on them, so everyone who walks through the door will get one of those, there are 2 to choose from; we will have free lunch, Subway will be provided by Arvest. Massie said we'll have tons of raffles; almost every vendor is participating; everyone who signs up for the health checkups and those who receive flu shots will automatically be entered in winning one of 2 brand new bikes. Massie said we will have massage therapists and chiropractors; we'll be raffling off wireless scales; \$50 gift cards that can be used at different places; the health screenings are the following week so if you haven't signed up do it soon; it's from 7am to 1pm and you do have to fast for them.

* Hubbard said this will be the last time that the Committee sees him; one thing he would like to point out is that this group is becoming more and more important over the years since he's been in it; it's extremely important that you read through Chapter 17 and look at what this group is really here for which is to watch over the employees and to make suggestions to the City Manager. Hubbard said try to rally the employees behind you when you see something that you don't think is right or a change is coming up; try to head them off if you feel necessary. Hubbard said the group does a really good job; something's in the past worked and something's haven't but read Chapter 17, look to see when those meetings are that you can have with the City manager and look at those times when you deal with the budget. Hubbard said you can try to get things done in advance; he is proud that he was able to serve and thank you guys; there's no one in here that isn't able to do great things; he really appreciates what EAC Committee is going to do. Hubbard said he anticipates reading the EAC minutes online as they come through and hopefully will hear comments from everybody; he supports EAC 100%; good luck. Franco said thank you.

6. ADJOURNMENT

Motion to adjourn by Judy Franco with a second by Jorg Stefan Kidd. Motion Carried
Meeting Adjourned at 10:39 a.m.