

Employee Advisory Committee (EAC)
Regular Meeting Minutes
November 10, 2015
Mayor's Conference Room @ 9:00 a.m.

APPROVED

The meeting was called to order by Denise Ezell @ 9:02 a.m.

I. ROLL CALL

MEMBERS PRESENT:

(@ 9:03am) Judy Franco-GIS
Denise Ezell - City Clerk
Albert Ozuna - Streets
Ashley Glaze-Lyle - License & Permits
David Rolando - Solid Waste Collection
Doug Wells - Councilman
Sir Allen (Chew) - Wastewater Collection
Jerry Ihler - City Manager

MEMBERS ABSENT:

* Elton Rogers - IT
* Scott Golden-MPWTP
* Jorg Stefan Kidd - Building Maintenance

*Excused
**Unexcused

OTHERS PRESENT:

Chase Massie - HR Director
Tim Wilson - City Attorney
Courtney Cacho - City Manager's Office

2. MINUTES

A. Approval of minutes for October 13, 2015

Motion to approve minutes by Denise Ezell with a second by Albert Ozuna Ayes: Ezell, Franco, Glaze-Lyle, Ozuna, Rolando, Allen Nays: None Motion carried.

3. OLD BUSINESS

A. EAC Member Classification:

Franco said she knows we kind of slacked on it; she needs to get with Glaze-Lyle and Gibson to set up a time and go through those. Franco said she has the list from HR and wants to compare them with City Clerk's. Franco said she'll send out an email so we can figure out any discrepancies.

4. NEW BUSINESS

A. Health Plan Review Report:

Ozuna said his name is Albert Ozuna and he is on the Health Committee. Ozuna said there are going to be some changes made as far as our health insurance. Ozuna said he thinks the insurance is \$500,000 in the rears or was as of last month; we took a vote because right now office visits are \$20 to a family physician and he made a nomination and it was second to raise it to \$30. Ozuna said specialty doctors would be chiropractors and dietary doctors, he believes, its \$20 right now but we agreed on \$40. Ozuna asked Massie if he was correct. Massie answered yeah and if he could add one little thing, we are negative \$350,000 as far as right now. Massie said it was negative \$500,000 so it's come up a little bit; we don't have anything changing from the \$20 to \$30 but there was a vote to change the specialist and Urgent Care, which everything we are talking is for July 1, 2016, from \$20 to \$40 co-pay which has approved. Massie said we also voted for prescription coverage; right now we are on a 3 tier plan which is an old style and isn't done anymore; we are one of the few cities who still have that. Massie said there was a vote to go to the 4 tier plan which creates a 4 tier for specialty drugs; so those employees using specialty drugs would have a 4 tier where they would pay a different amount which wouldn't be included in that 3rd tier. Ezell asked what a specialty drug was. Massie answered any of your drugs that are going to be used for like autoimmune diseases, arthritis, Hep-C treatments; most of the commercials you see are all specialty drugs and are very expensive. Massie said what's happening with pharmaceuticals is a lot more research and technology are going into finding treatments

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and cures for some of these things; which is a great thing but because it's going into those, they are coming out with other drugs they never had before and they are so expensive. Massie said like Hep-C, there's a cure for it now and there's never been a cure; it's a great thing but it's a \$90,000 cure; so our pharmaceutical plan can't continue to take the weight of that. Massie said it's just trying to put some of the weight back on the users. Massie said there are some proposals to fire and police, as of right now there seems to be a reasonably good chance as of July 1, 2016 that fire, police and general will be on the exact same plan. Wells said he's not a doctor but anyone taking those specialty drugs needs to look at the side effects because a lot of the side effects are worse than the cure. Ozuna asked Massie if the deductible was discussed for going to the ER but not admitted. Massie answered yes, for ER visits it will go from \$100 to \$150 and the purpose for that is to encourage employees to go to their regular physician; if you have to go to the Emergency Room it ties into your overall bill anyways; what we have are employees that need a doctor's note so they go there to get it. Massie said all of a sudden it's this huge expense to the health plan just for a doctor's note. Wells asked do you have to pay the Emergency Room visit if you're actually admitted. Massie answered correct, you do not; if you go, it's an emergency and you're admitted then you don't have to pay the co-pay. Allen asked how does that work whenever someone gets hurt on workmen's comp if that doctor's not available and they're sent to the ER. Massie answered then the City is going to take care of that bill. Massie said if it's in the middle of the night and is truly an emergency as far as someone cutting something off, we definitely want people going to the Emergency Room. Ozuna said we are waiting on figures because he thinks they are discussing the overall deductible for an individual and a family. Ozuna asked Massie if he was correct. Massie answered we are; just to be up front, the proposal that fire and police have that we feel good about accepting are the deductibles going from \$500 to \$1000 starting July 1st; the out of pocket max will go up to \$6000 an individual and \$12,000 a family. Ozuna asked what would be the deductible per family. Massie answered it would be \$3000; he knows those seem like some major changes and we didn't make any plan changes this year taking into account that we should have; even with those we are still below the average of what the other cities and states are. Massie said he's done a lot of comparisons; many of the other cities in Oklahoma are already at \$1000 and they haven't discussed what they are going to be in 2016; the max for the out of pocket max is still greater than \$6000 and \$12,000 is. Ozuna said he knows of a City employee who was going to leave the City to work for the County but didn't because the County's premium for a family was going to be \$950; our insurance seems high but it's really not as high. Rolando said the reason it seems so high is because we aren't making any money; putting it all into perspective.

Rolando said Massie was talking about Oklahoma City's plan is much higher but they make double than what we make; that's where the root of it comes from; he agrees that we have cheap insurance. Wells said the Affordable Healthcare policies are going up 25-45%; they require so much coverage. Massie said unfortunately it's the world that we live where insurance cost will continue to rise; we are trying to provide the best benefits that we can without taking massive jumps; you can find across the country where deductibles are \$3000 for the individual and not the family. Massie said it's trying to explore and find the best benefits for our employees at a cost we feel is still affordable; we'll set these soon for 2016 and go into figuring out the long range plan; how do we maintain affordability and also sustain the health plan. Massie said when we have a health fund that's negative \$350,000 then obviously something's wrong; we've got to figure that out. Massie said the last thing he would like to talk about on the health plan, to be up front, there is a proposal to separate dental from health July 1st; dental will become an optional benefit, it'll be exactly like the vision coverage is now; it will be at the employees expensive if they choose it. Massie said this does a number of different things for the dental plan; one being it allows us to get in line with the Cadillac Tax; the Cadillac Tax happens January 1, 2018 and is brought on by the Affordable Healthcare Act. Massie said what they are saying is if your plan is too rich or too good and you don't charge your employees enough then they are going to tax you for it; right now the way it forecasts for the next couple of years is our plan will be borderline. Massie said then all of a sudden the City would have a large tax to figure out if we give it to the employee or does the City pick it up; where do we come up with that money. Massie said one of the things is if your dental is combined with your health, you'll have to include your dental premiums in determining how rich your plan is; if it's not you can exclude your dental from that. Massie said that would be a big component to help us to not receive that tax. Massie said the other thing about dental is if we split it off, we could go fully insured by taking it off the health fund; so it doesn't hit out health fund and hurting us, we don't have as many claims on it. Massie said by doing that we could go fully insured; we could go out to bid and expand our Network; right now he's heard a lot of complaints about when we went to BlueCross BlueShield's dental there were fewer dentists in town who accepted our dental. Massie said by going fully insured we will be able to expand our Network and look at the providers available who are going to provide us the most dentist in town. Wells asked do we have a price on that yet. Massie answered we will most likely propose when we go out to bid we'll be asking for 2 plans; high and low plans; if you're someone who rarely uses the dental and just receive cleanings then you would be able to get the low plan; you'll have your cleanings paid for and a smaller premium. Massie said it will probably be about \$30 a month; if you have kids or you're going to have orthodontia done then you probably would want to go on a higher plan and that one will be around \$37-\$38 per person. Massie said we won't know exact numbers until we go out to bid and come back with what their proposals.

Rolando asked if the plan change is in lieu of premium change. Massie answered we hope so; right now the hope is if we can scrape by and get through this year without doing anything; hopefully the plan continues to go into the right direction and we could get to July 1st to make these plan changes because it still helps the fund; we don't have to implement a premium change. Massie said obviously there's no guarantee if the plan continues to tank then we would have to do something; from a City's stand point, we don't want to do the premium changes anymore than the employees. Massie said every time there's a premium change the City's got to come up with their end and it's significant. Rolando asked if there's no premium change but just a plan change does the City get by. Massie answered yes, it affects the employees the same as far as the plan but it doesn't cost the City. Wells said the City's not making any money either; it's the same thing as you all not having to raise your premium, we don't have to raise the City's portion. Ihler said hopefully as we make these changes we won't have to do the 10% increase; the City does pay every time there's a 10% increase about \$550,000. Rolando said when there's a premium increase the City also helps with the bank account of the health fund but with the plan change they get by and don't have to help.

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

Wilson said he is Tim Wilson, one of the City Attorneys; he apologized for missing the last EAC meeting. Wilson said what he is passing out is a proposed Ordinance for Chapter 17 that we would like to take to City Council; it doesn't affect anyone in this room but Ihler. Wilson said what this does is deal with the contract employees; those are the employees who were hired by the Council like the City Manager, Municipal Judge, City Clerk and Jensen the City Attorney. Wilson said there's a provision that we are adding on the 3rd page, paragraph 'D' which says:

{D. Employees appointed by the city council may be placed on administrative leave, either with or without pay, by at least five affirmative votes of the city council}

Wilson said where this comes from is earlier in the year our former City Manager needed to be on administrative leave and there was no provision in Chapter 17 that allowed placing contract employees on administrative leave. Wilson said the Mayor basically did it and advised the Council who didn't have any objection to it; but this creates a formal process where that could be done. Wilson said that's all he's asking was to get this to Council and have them vote on it. Wilson said if the EAC wants to take a vote supporting it and don't have any objection; he can let the Council know on the 24th.

Motion to approve Ordinance by Denise Ezell with a second by David Rolando Ayes: Ezell, Franco, Glaze-Lyle, Ozuna, Rolando, Allen Nays: None Motion carried.

C. Employee Spotlight:

Ozuna said he use to work on that crew and thinks the guy's name is Matt who had a blockage in one of his arteries; he was raking asphalt and he just collapsed into the asphalt face first; due to the accident every one of these gentlemen got him out and called 911. Ozuna said he got his stent in and he's back to work; the doctor told him had he waited much longer it could have been a fatality. Ihler asked who it was. Ozuna answered he was a new guy but couldn't think of his last name. Massie said he was pretty new, maybe a month. Ezell asked did anyone know Eppler. Ihler answered he's a construction inspector in Engineering; EAC might want to hold off on that one because we are following up on something. Ozuna said he knows there are a lot of people to nominate but he thinks this is a rare occasion; he thinks that they helped this individual and he was in favor. Ezell said if you are going to recognize them, recognize them all together. Ezell asked what we do for them when they are awarded this. Rolando answered the last guy received 2 days off. Ezell asked if Haggemiller was the supervisor. Ozuna answered he is the superintendent. Ihler asked how many are there. Allen and Rolando answered 9. Ihler said he thinks there's no policy on it but what comes to his mind is they each get one day off or something. Ezell asked if there was something set in stone that its 2 days off. Franco answered she thinks so. Ihler said to get with Haggemiller in regards to if there were one or two of them who were more instrumental in saving the gentleman's life. Wells said we use to give 2 days off but we also worked out deals with restaurants in town; they would offer a meal for whoever won; some hotels would give a night for a room; this is something he's been asking for 2 or 3 years. Wells said he would like to see people start talking to these businesses to get something like that. Ezell said maybe we could get somebody to sponsor that. Massie said what we might want to do is talk to Hilton Garden Inn because they have a restaurant there too and get a night stay and a voucher to their restaurant.

Substitute Motion to have Cliff Haggemiller attend the next EAC Committee Meeting, December 8, 2015 to answer some questions by Denise Ezell with a second by Albert Ozuna Ayes: Ezell, Franco, Glaze-Lyle, Ozuna, Rolando, Allen Nays: None Motion carried.

D. Holiday Pay:

Franco placed it on hold.

E. Proposed Changes to Chapter 17:

Franco said Ihler that she had sent him an email when he wasn't City Manager at the time on our last changes for last year. Franco asked what the exact process that we need to go is. Ihler answered he received Franco's email as an attachment; he met with Massie to go over those items; for an example, immediate family; we are just going to go ahead and revise the Ordinance and take it to Council. Ihler said it essentially was a grand in-law for funerals and so forth; then there was one that was discussed about OJI and TTD general employees getting to use sick leave or vacation; to use the difference between the OJI pay. Franco said so they can pay for their health plan. Ihler asked if Massie was going to get with Legal. Massie answered yes, both of these are going right now and will go to Council on the 24th; he spoke with Jensen this morning and he had no problems with the Agenda; he's working with Due to write the Ordinance. Ihler asked that he believes the other one was an employee travel; he believes Massie is getting with another HR employee on rewriting the policy. Massie answered yes and it's very close; he saw a final draft on it yesterday and should have something for the next meeting. Franco said this one is for a new proposal, leave allowed for vacation; like for a 6 month employee she believes they should be able to use their vacation if they passed their probationary period. Franco asked if that's something Ihler would approve. Ihler answered that was something he would consider and he is in favor of reducing it to a 6 month period. Wells said based on the amount that they accrue. Franco said yes because she had quite a few employees that already had prior engagements when they signed on with the City and they have already passed their 6 month. Ihler said we would like for them to utilize their flex leave first; he is in favor of reducing that from a year to 6 months but what was earned from that point though. Franco said another one brought up was to match accrued vacation with police; where police may accrue for vacation going from 17-20 years, which matches ours, but they jumped from 21-22 years and it

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jumps to 6.9. Franco said we go from 17-29 years before we get a jump going up to 30; she'll have everything written up showing the grid. Franco said we go from 17 -29 years and only accrue 6.1, 539; where police go from 17-20 accruing biweekly 6.1, same as us, but then they have another jump going from 21-22 accruing 6.9. Ezell asked about fire. Franco answered theirs is the same as ours. Ihler said he would have to take a look and think about that. Franco said this goes back to making it the same across the board. Ihler said he understands; he's one of the long, old time employees and can't even use the leave that he has; he'll just have to look at it. Ezell asked how much is police allowed to accrue to bank. Wilson answered they have a cap and he doesn't know what it is. Wells said he believes that it's 576. Wells said he volunteered that they do away with flex holidays and closing those 5 days rather than being open because we don't have any business on those 5 days; federal employees are all off and they don't realize we are open. Wells said we are sitting around doing nothing on those days. Ezell said the only place she disagrees with Wells on is that she gets more done on those days than on a regular day; because the phone's not ringing and people aren't coming in. Wells said overall he was talking about the total City staff. Ezell said Wells is probably right and she enjoys those days but Thanksgiving. Wells said the advantage of it would be if you didn't have those flexible holidays, you were just closed; then when you want to take vacation you would be using your real vacation days instead of flex; instead of building up and not being able to use all of your vacation, you could actually start using some of it. Wells said maybe an increase would be warranted but right now employees are being careful; they are carrying forward a maximum amount of sick leave and vacation. Rolando said he didn't think there was a maximum sick leave. Ezell said there isn't at this point but that will change. Rolando asked what happens in the process. Wells and Ezell answered we will go back to the 576, anything over that you'll get paid for.

Rolando asked like himself who has 900 right now. Wells answered those will be allowed to be banked and can be used to retire or terminal leave if that was what you wanted to use or you could get paid for them; you won't lose those hours. Wells said it's just in the future anyone who hits 576 their 96 hour accumulation that next year they would get paid for. Rolando asked at prorated. Wells answered full pay. Ihler said that's anything over 576; under 576 will be based on that formula. Rolando said it's what they use to call Sick Pay and Leave. Ihler said in regards to holidays or flex leave, he would be interested in the EAC's position on it whether you are required to take a number of days off or you want to choose your days off. Ezell said that's a hard one because she still has a child and as long as you have children you're going to use your time; after next year she'll want to know what she's going to with all of her time; it's a touchy situation there. Wells said we aren't talking about losing anything; people know if you're working and if you have children you either have to take off because the schools are closed or you have to pay daycare. Wells said if we were closed like everybody else then that obligation is gone. Rolando said in his department they would have double the work on the next day. Ezell asked what department Rolando was in. Rolando answered trash. Ihler said he has thought about that particular one because most of the holidays are Mondays; then we'll start getting complaints from the people who have Monday pickup; then that leaves 3-4 more days until the next one. Wells said you don't have to double up; you just work Wednesday in place of it. Rolando asked if Wells is talking about a change. Wells answered yes. Rolando said so we would actually exchange our normal day off for a day off; we are normally off on Wednesdays so we wouldn't actually gain a day off. Ezell said that's tough. Massie said we wouldn't do that. Rolando said they were talking about if it was in the 2nd part of the week, like Thursday or Friday, coming in on Saturday. Wells said we wouldn't. Ihler said when we talked about that was when we were going to go to once a week pickup; if we were going to have once a week pickup then we were going to promise the residences that they would get picked up every week; so if there was a holiday then we were going to work on that Wednesday and it would be holiday pay or overtime. Ihler said so everybody would at least have a pickup once a week. Rolando said it wouldn't be overtime because we were off that Monday and didn't actually work 40 hours. Ezell said they would have to figure something out. Wells said if it was a holiday and you were required to work, you would get paid extra. Rolando said they are allowed one employee off on Christmas where Streets can go with a skeleton crew for that week; 90% of the people take the week off and we are allowed one person. Wells said he had talked to the Council members about that; he'll support what the EAC decides. Rolando said that day that we actually work is very light; people assume that we are off anyways.

5. COMMUNICATION/DISCUSSION

* Wells said the City is in terrible financial shape; water for example, we've taught everybody to conserve; he believes last month the average water consumption was eighteen million. Wells asked Ihler if six or eight million was considered normal from what it use to be before the drought; did we run twenty-four, twenty-five million. Ihler answered the first quarter they were using about a million, a million in a half less; in October it actually went the other direction. Wells asked if eighteen million is above the normal average, historically. Ihler agreed. Wells said people are just conserving so we aren't making any money there; sales tax shows it's up on the reports but was based on a lower projection on what the sales tax was going to be. Wells said we projected around the same amount if not a little bit less; so we are above that but it's not a lot.

* Massie said one of the Spring projects for HR is to have a City Savings Program; basically they would go around to several businesses in town and ask what kind of discount are you willing to give City employees. Massie said like 10% off every time they come eat here or is it 10% off if they stay at your hotel, banks, shopping or whatever it may be. Massie said the reason it's on hold until Spring is to see where his budget is at plus you have to have a way to verify that you are a City of Lawton employee and we don't have IDs right now. Massie said we have a quote for the ID machine to make hard IDs for everybody. Ezell said we use to have those made in License & Permits, we use to have IDs and they have the machine. Glaze-Lyle said she never seen the machine but they would love to make them. Ezell said there is a machine within the City somewhere. Massie said they went to the Police Department and looked at their machine; contacted the vendor because they had already worked out an agreement; we were going to make it an 'In Process' basically every time we hired a new employee we would take their picture there and then you're done. Glaze-Lyle said she would try to find that machine. Massie said we want them to be nice; he's been asked to do the paper IDs but we want something that everyone can put into their wallet that won't get crumbled up.

* Ezell said Halloween was a success; we had a really good turn out with a little confusion on some of our prizes; we've gotten several comments

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on what we could change next year; almost everybody loved the booths. Ezell said she has already booked the Banquet Hall for next year so we can move in it; there has been a discussion about opening it up to the public; maybe run something in the newspaper and get more kids here. Franco asked if we did it from 2-4, do we run out of candy. Glaze-Lyle answered then we are just out. Franco said she didn't want people to say that the City of Lawton ran out of candy. Massie said that his department brought in one bag of candy each, so run into that problem first. Ezell said she was glad to have it but the rain was the sad part because a lot of parents didn't want to take their kids out in the rain. Wells said the costumes were fantastic.

* Massie said we do have a leader board we expect to be ready later on this week. Massie said an email will go out to try to keep track of who is taking the most steps; the other thing we are going to do is "Walk to Lunch" Wednesdays to encourage employees to walk to lunch; may be short lived but we'll pick it back up in the Spring. Massie said we will set it up where you can take pictures with your trackers on and post them on the H Drive or have it sent to HR.

* Massie asked what the EAC thoughts were on the Health Screenings; did they learn some things that they didn't know; were there some basic tips to treat some things. Franco answered she liked it because they called her doctor's office and faxed it to them; then her doctor's office called her and told her that she needed to make an appointment. Massie said that was his first time doing those and he was pretty impressed with how quickly the blood work was done. Glaze-Lyle said they were really nice and informational. Ezell said even the Health Fair paid for a free lung scan because she's an ex-smoker; that was something she didn't know was out there. Ezell said there are a lot of things out there, if you know about it take advantage of it.

* Rolando said all of his guys have gotten with him and wanted him to bring it up but he wasn't sure if this was the right place for it; there has been a policy instituted about putting new cameras in their trucks; the offending camera is pointed straight at the driver. Rolando said we were told this was a new City policy and they are going into all the trucks; not worry it's not a disciplinary issue but these guys are upset. Rolando said there are a lot of guys talking about quitting, changing departments; he would like to get some information on that; the guys feel it's a vendetta. Ihler asked if the new trucks are coming out with cameras pointing at the drivers. Rolando answered not new trucks, retroacting a current truck; they feel like it's a vendetta by vehicle maintenance against us when we are being told it's just a City policy. Ihler said it's a policy decision and he'll get with Bothell to see what it's about. Massie asked is it to monitor the driver while they're driving. Rolando answered that the camera is in the face of the driver. Massie asked is it to be sure they're not texting and driving. Rolando answered he wasn't sure but that's what they say and it's all recorded.

6. ADJOURNMENT

Motion to adjourn by Denise Ezell with a second by Albert Ozuna. Motion Carried
Meeting Adjourned at 9:59 a.m.