

Employee Advisory Committee (EAC)
Special Meeting Minutes
December 8, 2015
Mayor's Conference Room @ 9:00 a.m.

DRAFT
Approved

The meeting was called to order by Franco @ 9:03 a.m.

1. ROLL CALL

MEMBERS PRESENT:

Judy Franco – GIS
Ashley Glaze-Lyle – License & Permits
Jorge Stephan Kidd – Building Maintenance
Sir Allen (Chew) – Wastewater Collection
Scott Golden – MPWTP
Elton Rogers – I.T.
Albert Ozuna – Streets

OTHERS PRESENT:

Barbara Burnett – I.T.
Bart Hadley – Assistant City Manager
Jerry Ihler – City Manager
Georgia Peters – Payroll
Doug Wells – Council Member
Cliff Haggenmiller – Streets Superintendent
Rusty Whisenhunt – Engineering
Chase Massie – HR Director
Courtney Cacho – City Manager's Office

*Excused

**Unexcused

MEMBERS ABSENT:

* Denise Ezell – City Clerk
* David Rolando – Solid Waste Collection

2. MINUTES

A) Approval of minutes for November 10, 2015

Motion to approve minutes by Sir Allen with a second by Albert Ozuna Ayes: Rogers, Kidd, Golden, Franco, Glaze-Lyle, Ozuna, Allen Nays: None Motion carried.

3. OLD BUSINESS

A) Chapter 17 Changes

Franco said these are what we recommended at our Special Meeting. On the membership, some of you want an alternate; if we chose an alternate she wants them all to be at the same meeting and not miss any. Rogers said instead of an alternate we should probably have an additional. Franco said we were thinking instead of going by professions it'll be EAC (1) one thru (10) ten. EAC (2) two and (3) three have an average of (67) sixty-seven employees that they would represent. Franco asked since that's a high number would the Committee want to put in an alternate and if so how would it be worded. Rogers said he thinks we need an alternate of (2) two people just in case one of the EAC (1) one thru (3) three leaves. They can let each other know who's going to the meeting and give the other an option to attend but feels it should be an additional instead of an alternate. Massie suggested saying any EAC category over a certain number of employees represented gets (2) two EAC reps.

Franco said on vacation, she changed it where regular and part time can use vacation after their (6) six month probation. Hadley asked how much they have at the end of (6) six months. Massie answered after (6) six months you get whatever you accrue within that (6) six months then you'll go to more accrual. Hadley asked at the end of the year will they still have (2) two weeks. Massie answered correct. Franco said she'll make those changes and hand them over to Massie. Massie said he'll then get with the City Manager's office and then get back to the Committee with Ordinances.

Motion to approve the changes to Chapter 17 by Elton Rogers with a second by Scott Golden Ayes: Rogers, Kidd, Golden, Franco, Glaze-Lyle, Ozuna, Allen Nays: None Motion carried.

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B) Holiday Pay

Golden asked Peters in Payroll, how holiday pay works with non-shift and shift employees. The way it's been is for any shift employee scheduled to work on holidays in order to take off on a holiday has to use flex or vacation oppose to non-shift employees. He wants to know why that is and possibly change it to where it's the same for everybody. Peters answered as far as we know it's in City code because you're in (24/7) twenty-four seven operations, so someone's got to be there. If they are going to take off, they are going to have to use their leave because they only get paid (40) forty hours anyway and holiday pay is in addition to. If you work it you're still going to get paid for the holiday; if you don't, by City code, you're suppose to take a leave of some sort. Golden said the pay scale is different for those who still have to work. Peters said according to City code, you do not have to indicate that day as a holiday; you can indicate any day within a (2) two week period as their holiday. Massie said so you can work it to where everybody gets a day off. Peters said it's been this way forever. Golden asked how it was different compared to a non-shift worker who get's to take off. Peters answered you are actually getting paid an extra (8) eight hours which the other person is not, they are getting double pay; everyone get's paid for Memorial Day ahead of time. Wells suggested asking all shift employees about the topic and see how they feel. Golden suggested how about those who just want to get paid for their holiday instead of getting extra as an option. Hadley said that's something we could look at and he'll get back with the Committee at the next meeting.

C) Employee Spotlight

Franco said she asked Haggemiller who is the Streets Superintendent to attend. Could Haggemiller explain more in depth about the event that happened as to why he'd want these employees nominated? Haggemiller answered this represents the crew who were present at Sheridan Road and J Avenue; they were doing an asphalt repair when an employee suffered a heart attack and fell into the (350) three hundred fifty degree asphalt. Every one stopped what they were doing and removed him from the asphalt; saved him from significant injuries. He did suffer some burns to his face which has cleared up; because of the quick reaction of both employees and ambulance, he was rushed into surgery where they put in a stint; he was able to come back to work that following Monday. He is a firm believer that each of these individuals saved his life and that's pretty significant. A lot of these guys volunteer to attend the safety courses that HR provides just to get the extra training which is not mandatory. Haggemiller said he is extremely proud and without hesitation wanted to submit this because this is the first time in his division that he had seen safety being a team effort; hopes the Committee will take this into consideration. Franco said the problem is that's a lot of people because it's (2) two days off per person. Haggemiller said there's no way to limit it. Glaze-Lyle asked if there was any way to give each person (1) one day off. Massie answered you would have a much better chance with the City Manager approving this if it was a day each oppose to (2) two. Haggemiller asked can we still recognize them for the (2) two days but if Ihler hesitates then we could negotiate. The Committee agreed. Rogers asked Haggemiller how the employee was doing now. Haggemiller answered he is doing great and is very thankful.

Motion to nominate Donald Cox, Brian Neeley, Mike Sanchez, Michael Swanson, Matthew Sisson, Michael Wilhelms, Richard Carlson, Douglas Trimpy, and Colten Break of the Streets Division to receive the Employee Spotlight Award by Jorge Stephan Kidd with a second by Albert Ozuna Ayes: Rogers, Kidd, Golden, Franco, Glaze-Lyle, Ozuna, Allen Nays: None Motion carried.

Franco said because we have so many, the other Employee Spotlight Nominee will have to be denied. Rogers asked if they could resubmit it. Franco said yes, he would have to resubmit it.

Motion to deny Employee Spotlight nominee, David Eppler by Judy Franco with a second by Sir Allen Ayes: Rogers, Kidd, Golden, Franco, Glaze-Lyle, Ozuna, Allen Nays: None Motion carried.

D) Health Plan Review Report

Franco said she invited Whisenhunt who is Chairman of the Health Plan Review Committee to give an overview. Whisenhunt said the last time he was at the EAC Meeting we were (\$320,000) three hundred twenty thousand dollars in the hole. At the last meeting (3^{1/2}) three in a half weeks ago we were (\$598,000) five hundred ninety-eight thousand dollars in the hole. We continue to go down in funding and the Committee will come up with a recommendation to increase the premiums by (10%) ten percent again. We have visited with BlueCross BlueShield and they were asked what they are seeing in cost increases related to the Affordable Healthcare Act. Their response was all of their plans that are under the Affordable Healthcare took a (30%) thirty percent increase this year. It is caused by the additional coverage required by Affordable Healthcare, on top of that the money required to be paid to the federal government each year. This year it was (\$85,000) eighty-five thousand dollars of that increase. The other issue is because of Affordable Healthcare and the fewer doctors out there, hospitals are consolidating and costs are going up per claim which is basically a supply and demand due to the unknowns of Affordable Healthcare. There are no extraordinary claims being filed which is due to the actual cost of services. All we want to do is take in enough to retain a little reserve and pay the claims. The Committee has reviewed both benefits and cost of claims; in the last meeting we did make a recommendation which provides us in the neighborhood of (\$150,000) one hundred fifty thousand dollars in savings to our plan. The individual deductible went from (\$500) five hundred dollars to (\$1000) one thousand dollars; family and individual maximums also went up; Urgent Care Specialist went from (\$20) twenty dollars to (\$40) forty dollars; Emergency Room deductible went from (\$100) one hundred dollars to (\$150) one hundred fifty dollars. There was also a recommendation to go from a (3) three tier to a (4) four tier prescription plan. All of these are proposed to go into effect in July; there are no changes right now. The (4) four tiered relates to the specialty drugs out there that are extremely expensive; it's not a huge difference of what we are paying on them now but it'll make some difference. Generic Plus is (0) zero to (\$10) ten dollars; brand name is (\$25) twenty-five dollars or

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(25%) twenty-five percent of the cost; non-Preferred is (\$35) thirty-five dollars or (35%) thirty-five percent; specialty drugs are (\$40) forty dollars or (40%) forty percent. It's really not a big increase on those prescriptions; all of these changes will provide a saves in the neighborhood of (\$150,000) one hundred fifty thousand dollars in cost savings to the plan per year.

Whisenhunt said these have been proposed to the City Manager to implement in the pay plan in July. The only way to keep the fund stable is through premium increases which will be recommended in January. Hadley suggested that it come back to the EAC if the numbers are worse at the next meeting to get their input as well. Whisenhunt said November has always been a historic month that has a high charge and then the cost drops back in December. If our claims drop down maybe we'll ride it another month and look at the monthly trends. Hadley suggested if employees are educated about the insurance plan, they are careful with expenses, making better choices on Emergency Room visits and schedule an appointment with their physician those costs will go down. If we have another (\$500,000) five hundred thousand dollar budget increase the City might be able to unfreeze steps in the next (2) two or so years. Whisenhunt said on prescriptions, ask your pharmacist what the cost is because there are many other drugs that can do the same thing with tremendous cost differences. What has happened is some of the old drugs have been bought by new companies and they have escalated the price back to when it was a brand new drug. At one time generic drugs were much cheaper and now that's not always the case; sometimes the name brand is the cheaper drug. Ask your doctor what other drugs are available and ask your pharmacist what it's going to cost you and the plan. We are self insured; the City and the employees put money into the fund and that's what's paying the claims, not BlueCross BlueShield. Haggemiller asked if it was possible to have a workshop for employees. Massie answered we'll have a mandatory open enrollment meeting; we'll do group meetings with BlueCross BlueShield and our vision provider. In the Spring we will talk about the plan, any changes, and the affects as a whole; there will also be an educational series with BlueCross BlueShield that will be discussed in the next Health Committee meeting. We're also going to have a session over tobacco cessation, diabetes, and education information on pharmacy. Our next newsletter will be about BlueCross BlueShield's free (24/7) twenty-four seven registered nurse hotline that didn't get any calls from City employees this year. His office will make sure that the number is given to all City employees along with magnets. BlueCross BlueShield has on their website where you can pull up multiple pharmacies with drug prices and multiple doctors with prices for procedures because they are different.

Whisenhunt said an Emergency Room visit is anywhere from (\$3000) three thousand to (\$5000) five thousand dollars minimum. Hadley said sometimes employees don't understand how it affects them personally. Whisenhunt said currently a family pays (\$7000) seven thousand to (\$12,000) twelve thousand dollars for the same or less services. Even if we went up to (30%) thirty percent or (40%) forty percent we are still cheaper than a self funded plan. Employees need to be good consumers for their benefits. Massie said fire and police have already signed their contract and its official; they will have the exact same plan and premiums as a general employee. Whisenhunt said we went for several years without making a premium change; everything goes up every year so we need to make a small premium increase every year to stay ahead. Massie said BlueCross BlueShield is going to do a presentation at the next Health Committee meeting but presented to him a few weeks ago; they couldn't give cities names but they showed him a chart. As far as our deductible, there were (8) eight cities that were (1000) thousand or more already; there were only (2) two cities lower than (500) five hundred, so we are definitely behind the curve given that most of those cities are on calendar year plans. They are going to present it in December and then again in January but we'll still be the same. Whisenhunt said we have not made a proposal on dental at this time; there have been RFPs sent out on dental; the RFPs are to continue to be a self insured plan separate from medical. Massie said fire and police both have agreed to split dental from health in an effort to make the full payment as an optional benefit like vision; so those employees will be responsible for their own payments. Whisenhunt said fully insured dental still needs to be split from the health plan for Affordable Healthcare tax purposes but as far as who pays what still needs to be addressed. Golden asked if you separate the dental from the health plan will the premiums still stay the same. Massie answered yes, they will stay the same. Franco asked Whisenhunt if he can review a summary she would like to email to employees to make sure that we are all on the same page. Whisenhunt answered it would be fine.

4. NEW BUSINESS

A) Bereavement Leave

B) Temporary Total Disability (TTD)

C) Travel Policy

Franco asked Massie were those still on the agenda for December 15, 2015. Massie answered yes but the Travel Policy is still being discussed and reviewed. We did talk about getting our per diem rates in line with federal standards and right now Finance and the City Manager's office are looking at that. If there are any changes he will bring them back to the Committee.

D) New Pay Chart

Massie said the new pay chart will be presented to Council on December 15, 2015. The new pay chart combines all of our current pay plans into (1) one, so everyone will be a General Employee (GE). The new pay chart has (20) twenty grades, from (GE) (01) zero one to (GE) (20) twenty and the steps go up to 'Q'. (2/3) Two thirds of the employees will be impacted in some way; there will be no pay cuts with this pay chart but they would get some kind of a raise. It might be from a penny to a dollar, the average increase was (1.28%) one point twenty-eight percent overall. Some of those who don't receive any monetary increase will receive a step back but keeps the same salary that they are currently making. This would add steps and increase their longevity or range to where they can receive increases later on. In addition with this new pay chart, there will be (53) fifty-three employees who will have title changes, (39) thirty-nine of those are clerical. Right now we have about (11) eleven titles for the same job. We will now have Administrative (1) one, (2) two and (3) three depending on where you are on the new pay chart. It simplifies things for us and will help with recruiting. Others affected will be those with 'Laborer' titles, we have (3) three employees called

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laborers in Parks and Rec; their new title will be Grounds Keepers; the rest of them will just be called Laborer (1) one. We are getting in line with Cameron and Comanche County Memorial Hospital. The reason for the new pay chart was when there was a general employee union which created a separate pay chart and at different times some employees received COLAs that were in the union and others did not. So we had a number of employees doing the same job but in different pay scales and rates making different amounts of money. Wells asked didn't the (GE) go from (2½ %) two in a half percent to (3%) three percent for the first few steps. Massie answered yes, with the new pay chart 'A' thru 'D' is a (5%) five percent, 'E' thru 'T' is a (3%) three percent and 'J' thru 'Q' is a (2½ %) two in a half percent increase per step. For an increase grade it's a (7½ %) seven in a half percent difference for each grade. Ihler asked if it would go into effect on January (4th) fourth. Massie answered yes. Hadley said the extra that the employees would receive is (152,000) one hundred fifty-two thousand.

Massie said something that we didn't discuss last week is that the City Manager and Council talked a little bit about a (3%) three percent COLA to present to Council on the (15th) fifteenth. This would take the new pay chart and raise everybody up (3%) three percent which will also be posted on the (15th) fifteenth at Council, so it will impact everyone January (4th) fourth. Our salaries will go up which will help with recruiting; there hasn't been a COLA since (2011) two thousand eleven. Wells said that's still up to Council to approve. Ihler suggested that the EAC Committee attends the Council meeting on the (15th) fifteenth to show support. When we start the budget process and trim down positions, keep in mind, in order to fund this (3%) three percent COLA it's about a (\$340,000) three hundred forty thousand dollar cost just for the (6) six month period. It'll be a (\$700,000) seven hundred thousand dollar cost moving forward next year and the merit increases, if we'll be able to fund those, will be another (1.3) one point three million on top of that. Just for the pay plan we're looking at another (\$2,000,000) two million dollar increase in revenue to maintain what we have. The thing that we've been looking at for the last couple of years is the way we will be funding this year's COLA, new pay plan, and possibly not filling vacancies. In order to make it through this year we'd probably have to reduce the number of positions, not saying that we will be looking at cutting personnel but reduce the number of positions. Hadley said we did ask directors to provide a list of who they would cut based on the least impact on services that are provided. Rogers suggested the Committee push the information provided by emphasizing that there will not be any pay cuts.

3. COMMUNICATION/DISCUSSION

* Massie said if you have your tracker, the leader board is set up; there are some challenges going on right now. We decided to break the challenges down by fire, police and general. If you are having trouble hooking them up or syncing with the leader board, stop by the HR office and they will help you out. The HR department still has some trackers if anyone is interested in having one. Walk-to-Lunch Wednesdays, nice weather right now so take advantage of it. On the P drive, we've got it set up to where you can take pictures with your tracker.

* Franco said since this is going to be at City Council on December (15th) fifteenth, we need to tell all employees that they need to be there.

* Glaze-Lyle asked Massie if the employees, who will have a title change, be notified. Massie answered yes, the plan right now is to notify employees with letters saying what their current salary was, what their new salary with the new pay chart will be, and one with their new salary and COLA combined.

* Massie said he did talk to Ihler about Working Out of Class, what Ihler would like to see is changing it in Chapter (17) seventeen to (1) one week. Ihler thought that at one point you had to perform all duties, not just (1) one for a full week to be considered Working Out of Class.

Motion to approve changes to Working Out of Class in Chapter (17) seventeen from (1) one work day to (1) one work week by Judy Franco with a second by Ashley Glaze-Lyle Ayes: Rogers, Golden, Franco, Glaze-Lyle, Ozuna, Allen Nays: Kidd Motion carried.

* Massie the changes to Temporary Total Disability (TTD) and Bereavement will be going to Council December (15th) fifteenth; everything else will be presented in January. Franco asked about the EAC changes, does she submit it to Massie for the (15th) fifteen. Massie answered it needs to be submitted for the next Council meeting; so January. Franco asked will the (TTD) be in effect immediately. Massie answered yes.

4. ADJOURNMENT

Motion to adjourn by Judy Franco with a second by Jorge Stephan Kidd. Motion Carried
Meeting Adjourned at 10:41 a.m.