

APPROVED

Minutes
EMPLOYEE ADVISORY COMMITTEE
August 11, 2015
Mayor's Conference Room
9:00 a.m.

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

1. ROLL CALL

MEMBERS PRESENT:

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

MEMBERS ABSENT:

* Scott Golden- MPWTP
* Doug Wells- Councilman
* Jerry Ihler - City Manager
* Chase Massie - HR Director

*Excused

**Unexcused

OTHERS PRESENT:

Denise Ezell – City Clerk
Jeanie Wheeler – Parks & Recreation
Jackie Somerlott – Human Resources
Courteney Cacho – City Manager's Office

2. MINUTES

A. Approval of minutes for July 14, 2015

Motion to approve minutes by Sir Allen (Chew) with a second by Judy Franco
Ayes: Allen, Franco, Kidd, Lewis, Ozuna
Nays: None Adstain: Britt Hubbard Motion carried.

3. OLD BUSINESS

A. Sick/Terminal Leave:

Franco said she sent an email to Jerry Ihler asking him for information as far as the status and he replied that he was still looking into it and right now it's with Legal, they're trying to come up with what they can and cannot do, putting it into words. Franco said Jerry Ihler should give her an update later on, so they were at the same status as the last meeting. Hubbard asked

where it put them with sick leave. Franco replied it still stayed the same as far as right now.

Hubbard asked if terminal leave was still in effect. Franco answered yes, everything stays in effect. Lewis said he had some people asking him to spread the word on what they wanted to change it to on the leave bank and they wanted to know when they would start getting checks for their balance.

Lewis asked if it would be at the end of June. Franco answered Jerry Ihler said last time they sent it to Financial Services to see if they had the money to actually do that. Franco said he received a response back and hopefully they'll get the draft soon once it passes through Legal.

Hubbard asked what it was that Legal was actually looking at. Franco answered part of it was the pension or any excess for early retirement so you could use your sick leave, example, instead of retiring at 30 years you can retire at 29. Franco said it would just get paid in full but some people are wondering if some have terminal leave to pay for our health insurance that it would be out. Franco said like if you retire you would have to pay.

Hubbard asked instead of using terminal leave you'd get those hours put towards your pension. Franco agreed. Lewis said Chase Massie said they would match it and put it towards your pension. Lewis said the pension is only 3%. Franco said they would match whatever you put in. Lewis said but verses your hours that they were a big difference and you were better off, if you have two years, keeping your two years and not doubling up. Somerlott said it depends on where you are in your career, depending on your needs. Somerlott said she believed that it would be within the document that they will be preparing.

Hubbard asked if you wouldn't get paid for that sick leave, would it be time going towards your pension. Somerlott answered the way she understood it to be if you were going to take an early retirement. Hubbard asked if they knew, say like Jackie Somerlott, if they put that into effect would that take away the money that she earned and instead of your terminal leave. Somerlott answered she doesn't know if it's instead of or addition to. Franco said they were looking at capping it and that's it once it's capped. Franco said under a certain day that anyone could take; like Jackie Somerlott would take her terminal leave but for the one's that are left behind you could use towards your retirement.

Hubbard asked if they knew what date they were looking at. Franco replied she didn't know what date. Somerlott said it would probably be the 576 and that was the number she's heard. Somerlott said if Legal was working on it that it would be something that the committee could review and that she didn't have any update on it. Somerlott said you have to look out for those who are coming after you but in reality you have to have the money to do it.

4. NEW BUSINESS

A. **Morale Fund:**

Franco said she was told to ask Jerry Ihler if he could reinstate it. Franco said she hasn't heard anything back from Jerry Ihler and hopefully Ihler is looking at Finance or talking with Brooks Mitchell. Franco said she would like to see the committee do more Meet & Greets for employees to come and talk with us and be more open. Franco said this last one was really great. Lewis said what really made it good were some of the council people showing up and they were going person to person, telling them to call them, that they were here for them, and sitting down eating with them. Lewis said they were letting people know not to be scared to call, not just the one in your ward, to call all of them because they are here to serve the City. Hubbard said the more City employees that call the Council people the better chances we have to making changes.

Ezell asked Franco if she emailed Ihler and was just waiting on a response. Franco answered yes.

Franco asked if they were to do it how often. Somerlott, Hubbard and Lewis answered quarterly. Ezell said she agreed with Hubbard, the bigger the numbers the better we are because the City has fallen with the Union and we have to come up with something to get people more involved. Ezell said the Meet & Greet was a lot of work but it was great to see people come in.

Ezell said she was thinking between Christmas and Thanksgiving to get with the police and fire unions and get them involved to see if they would be interested in a Christmas or Holiday event in between the two holidays. Somerlott asked if the City included police and fire in Employee Appreciation. Hubbard answered yes. Ezell said they probably felt that it was being done by the EAC, which it didn't include them but it didn't mean that they weren't included. Hubbard said maybe they could get them to kick in some funds along with that. Ezell said if we could sit down with them, if they felt like they were a part of this that could be different. Wheeler and Franco agreed.

B. Consider Electing Clerical #1 & Clerical #2 Positions:

Franco said we have Denise Ezell and Jeanie Wheeler here. Franco asked Ezell to tell a little bit about herself.

Ezell said she had been with the City for 15 years, she has a husband and 3 boys and they live in Elgin. Ezell said she works for the City Clerk's Office, started off at the City Attorney's Office and she loves her job and is proud to be an employee with the City of Lawton. Ezell said there are both good and bad, that the City does offer health and dental. Ezell said she has lots to be thankful for as an employee with the City of Lawton.

Franco asked Wheeler to tell a little about herself. Wheeler said she's been with the City for almost 23 years. Wheeler said it was Sherry Anderson who helped her get on with the City because her daughter was friends with Anderson's daughter. Wheeler started at the Police Department and now is at Parks and Recreations. Wheeler said she agreed that numbers are important and what she's seen with the EAC is that people don't sign up to represent. Wheeler said she thought that she might not be the best person to do it but at least she would help do it and she feels all employees should be represented.

Franco asked if Ezell and Wheeler could be excused. Somerlott said Ezell would be Clerical #1 and Wheeler would be Clerical #2. Ozuna said he would just elect them.

Motion to elect Denise Ezell as Clerical #1 & Jeanie Wheeler as Clerical #2 by Jorg Stefan Kidd with a second by Albert Ozuna

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

Nays: None Motion carried.

C. Consider Electing Vice Chair:

Wheeler asked what would the vice chair do. Franco replied basically if she could not attend the meetings the vice chair would take her place. Ezell said she would like to be vice chair.

Motion to elect Denise Ezell as Vice Chair by Albert Ozuna with a second by Jorg Stefan Kidd

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

Nays: None Motion carried.

5. COMMUNICATION/DISCUSSION

Ezell said Chapter 17 needs to be redone. Ezell said the reason is when you vote, you come to her office and Donna has three separate papers she has to look at, trying to identify and you don't know who is in what department. Franco said at the last meeting Chase Massie said that he needed a list and HR was suppose to put it into GEMS to designate what group that person is suppose to be in.

Somerlott asked is it to help determine what area you were in. Franco answered yes, classify if you were labor, trade, etc. Hubbard said they worked on that in the past and they improved it. Somerlott said they made a few changes on it and now it was finding the time. Ezell said it was going to be very time consuming. Franco said HR would have to go through each employee and classify them as clerical 1, 2, labor and trade. Hubbard said there wasn't an identifier in your file that tells what you are. Somerlott said it was on the job descriptions and that HR works closely with IT on a lot of things but it's not an IT thing that it was GEMS. Somerlott said there were a lot of things that HR doesn't have access to. Franco said she had spoken to Cindy Price who said HR could do that now but it's just having the time for someone to actually sit down and go through each person.

Ezell said we either need to form a committee or someone who could sit down with and go through it, then bring HR in and say that we think these things need to be changed. Somerlott said this is on your job description that tells where you fall and every field supervisor and superintendent who does an evaluation for each employee labels whether it's labor/trade or what other. Somerlott said you have some information at your fingertips that you may not have realized that you had, it would be on your evaluation; she's been doing evaluations for 30 years. Franco said sometimes your supervisor gives you the wrong label on your evaluation. Somerlott said you could come to HR and they would answer that. Lewis said they could get with the superintendents to get them to pull up a full report and bring it to HR. Somerlott agreed said it would be a start.

Wheeler said you could go on the P: Drive and pull up the employee list from the budget for the whole department and it'll say what their title is but it doesn't say what area which can also be added on the spreadsheet. Somerlott said any information that she has gotten today she will relay to Massie and that HR is about to hire another person, there's so much work to do right now but we will do the best that we can.

Franco said Chapter 17 since they missed the last deadline because of budget reasons the next one is for January so they need to come up with revisions and to give any ideas that they may have. Hubbard asked what portions of Chapter 17. Somerlott answered the EAC is 17-2-9 and she brought a copy just in case anyone had a question. Ezell said it's the laws that are way too old and needs to be updated. Somerlott said you could go to the City's website or webpage and get the City code.

Hubbard said Franco has done a great job with sending out emails with keeping everyone up to date and getting people to read it and think about it. Hubbard said this is wants going to happen to you in the future and that was the hardest thing to get through people's heads since we started the EAC meetings. Somerlott said the more personal you can get with a person/employee like the Meet & Greets, the Appreciation Events, and go talk to them, just like the Council Members and the City Manager; you have to get to know those people and that was why she's so for the quarterly. Hubbard asked if Somerlott thought those were growing in participation. Somerlott answered yes. Hubbard said if we could just keep those things going and growing. Wheeler said she thought that the City Employee Picnics were so cool. Ezell said she thinks that we will see Morale change.

Franco said the City bucks are transferable September 1st. Somerlott said HR wasn't going to print them out again, you would come into the HR's office and they would print them then. Franco said it would be good thing to send out letting people know that they have City bucks. Somerlott said they will keep it going. Wheeler said employees have donated their City bucks

for a great cause and the only controversy was the fishing and camping licenses that are sold right here but you would have to go to the Lakes Division to get and their hours are 7am to 3:30pm. Somerlott said she would mention that to Massie. Wheeler said there's no reason why you wouldn't be able to turn them over to License and Permits and that you can't take City bucks over to the concessions. Hubbard said at the concessions they couldn't account for it. Franco said if you did have your City bucks that you can send it interoffice mail to the Lakes Department. Somerlott said it wasn't an incentive unless you could use it. Franco said License and Permits doesn't account for the Lakes Department anymore. Ezell said there's got to be a better way. Somerlott agreed.

Lewis said half of the people understood why they created the Assistant to the Assistant City Manager and that it was suppose to be temporary and then that was it. Lewis said then there was an emergency three day posting for another Assistant City Manager and he said that people that he works with are irate because that's more man power we could have had. Lewis said if the Assistant City Manager can't do his job, get rid of him and hire someone who can, not hire someone to help him do his job. Lewis said we aren't getting any step increases or getting the positions that we need but can post a job for \$100,000 to help someone do their job. Wheeler said there was a rumor that in July they would have identified the position that they were willing to give up for next budget. Franco said it was correct. Wheeler said then we hire another Assistant City Manager. Franco said once Jerry Ihler became City Manager then she thought that position would be gone and she didn't know it was about the budget, she just thought that it needed to be filled. Hubbard asked if it has been filled yet. Ezell said they are taking applications.

Lewis said another question that people were asking about the City website and the job postings that are suppose to be posted in the break rooms that come from Trudy in HR, why certain jobs weren't posted as public record on the website. Franco asked if HR has a three day posting that was internal only. Ezell answered they did away with it. Hubbard said the only thing we can do with this is take notes and report them to the City Manager and if we do have concerns we could put it into our monthly newsletter.

Ezell asked if we invite the City Manager to our meetings. Franco replied we send out an invite to Jim Russell, the City Manager and Chase in HR. Wheeler asked when they saw that these positions will not be filled until January but the new positions become open and we fill those, why those positions can't be open until January. Ezell answered she believes that's something someone else is going to have to answer. Franco replied it was probably a budget deal. Hubbard said he knows that some of the positions were critical positions because crews were shut down. Ezell said the jobs that can't be filled until January are nonessential, not that they're not important, they're just not as important and as far as why they would be filling that position would be something that Jerry Ihler would have to answer. Hubbard said Jim Russell suggested asking questions, like the fishbowl idea. Somerlott said you may not get the answer that you want to hear but getting an answer is all that you need. Hubbard said if it's a critical one.

Somerlott said she has something to say on Massie's behalf, she wants to promote the Wellness Fair that's going to take place in October and he's going to give more information about it. Somerlott said they will be offering a lot of neat things and like the Meet & Greets that employees were allowed to attend; she hopes that people will push it. Hubbard asked if any one signed up for those Fit Bits. Somerlott answered yes, that it was on the Council tonight to have it approved. Somerlott said the Fit Bits are close to \$100 and are great for runners or people using them for walking and counting their steps, she believed that Cynthia Williams was behind this. Somerlott said Massie is very open to ideas and she believes they'll be offering the flu shots as well. Ezell asked if we could promote this because she had heard that we can't because we can't leave work. Hubbard said to promote it through the division's superintendent. Somerlott said people within those positions know that when they are hired and are compensated in other ways and this was for all City employees and if there's a problem and you feel you can't come, talk to your supervisor and ask about it. Hubbard said in order to get more of these in the future we need to support. Franco said it's more for the welfare of the employees and trying to make their lives healthier.

6. ADJOURNMENT

Motion to adjourn by Britt Hubbard with a second by Judy Franco.

Ayes: All Nays: None Motion Carried

Meeting Adjourned at 10:11 a.m..