

Employee Advisory Committee (EAC)

Meeting Minutes

July 12, 2016

Mayor's Conference Room @ 9:00 a.m.

APPROVED

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

I. ROLL CALL

MEMBERS PRESENT:

Judy Franco – GIS
Albert Ozuna – Streets
Sir Allen (Chew) – Wastewater Collection

Britt Hubbard - Sewer
Denise Ezell – City Clerk
David Rolando – Solid Waste Collection

OTHERS PRESENT:

Chase Massie – HR Director

Courteney Cacho - City Manager's Office

MEMBERS ABSENT:

Jorge Stephan Kidd – Building Maintenance
Scott Golden – MPWTP

Ashley Glaze-Lyle – License & Permits

2. MINUTES

A) Approval of minutes for June 14th.

Motion to approve minutes by Denise Ezell with a second by David Rolando Ayes: Franco, Ezell, Allen, Rolando, Hubbard, Ozuna Nays: None Motion carried.

3. OLD BUSINESS

A) Health Plan Review Report

Massie said its negative (950,000) nine hundred fifty thousand.

Ozuna asked if it was getting better.

Massie answered it's not.

Rolando asked if it was continuing to get worse.

Massie answered its hard when you're (800) eight hundred, (900,000) nine hundred thousand in the hole even with the changes we just made. We won't even see an effect for (3) three months because we are (3) three months behind paying our bill. What we are seeing right now is April and May which May and June are going to be high because people have met their out-of-pocket max. The Insurance Broker did their study a month, month and a half ago letting us know to adequately fund the plan we need to fund it another (13%) thirteen percent. That would be another (13%) thirteen percent increases. This hasn't been discussed with the Health Committee and they meet next week. Do expect them to discussion premium increase because we are almost a million dollars in the hole. There might be some discussion about borrowing some money because in the past the Health Committee borrowed money from the pension to get us caught up and then paid it back. Unfortunately if we make no changes he expects next month to be over a million dollars.

Rolando asked are we seeing any changes from the retirement fund.

Massie answered not enough. The changes we made to the plan will help but we won't see anything until September.

Ozuna asked if we're going up (13%) thirteen percent, and will we do it before January.

Massie answered don't know but don't think we'll go (13%) thirteen percent. The contract on the union side limit us to (10) ten, which would be the most we could go. Only allowed one (10%) ten percent increase per fiscal year and looking back we've done one per fiscal year for the past couple of years.

Rolando asked if (10%) ten percent is what we are currently paying.

Massie answered correct. For employees it would be (4) four or (\$5) five dollars and the bigger piece would be the City's which would be (550,000) five hundred fifty thousand that they would have to come up with. A lot of that would fall on the City Manager to figure out where to

Employee Advisory Committee (EAC)

find that in the budget. It's not something we have right now.

Allen asked if last month we were negative (700,000) seven hundred thousand.

Massie answered close to (800,000) eight hundred thousand.

Allen asked if we do the (10%) ten percent increase, would it be before January, the end of December.

Massie answered maybe. That would be on Finance and the City Manager to figure out if they could come up with that money prior to the next calendar year. We went into it knowing we would need (1) one this fiscal year but not sure the City Manager anticipated the (1st) first half.

Ezell asked if we borrowed the million could we get to January or February.

Massie answered yes because it would put us back to (0) zero.

Ezell said basically that's what we need to do.

Massie said that's where the City Manager is at and that's something the Health Committee will definitely have to discuss.

Ezell asked how it is paid back.

Massie answered he needs to look into it but knows it's been done before and had been paid back. Believes it was paid back with interest. At that point it'll be at (0) zero, plan changes would go into effect and we would start to see some positive gains. It wouldn't happen over night but once we got over (400,000) four hundred thousand in the health fund then we would start every month paying back towards it.

Ezell asked why we wait so late.

Massie answered after talking to a couple of the union representatives, who are on the Health Committee, they didn't want to do that even though it's not their pension.

Rolando asked do we pay interest on any of that (900,000) nine hundred thousand or do we just owe it.

Massie answered it'll start going to BlueCross. We started to go out to market this year for everything insurance wise and there was other companies such as Edna that came in with a sufficiently lower administrative fee. Everyone said let's jump on it but to do that you first have to figure out how you're going to pay off a (900,000) nine hundred thousand dollar bill to switch. So, you can't. If we pay it off and go to (0) zero as we come around next year, that would definitely give us a lot more leverage.

Rolando asked has the insurance broker that we hired to try to better our position, been making any gain.

Massie answered yes but unfortunately on the health insurance side hands are tied for the (1st) first year and a half. They've been here (6) six months now. For this (1st) first (6) six months all of those contracts were already negotiated by Higginbotham, they weren't even allowed to do it. They also came in at a point where we had also negotiated what the plan was going to be with the unions. They weren't able to touch that. It'll be July (2017) two thousand seventeen until they would actually be able to put their hands on something as far as the health goes and fix it. Others like Mutual of Omaha, they were going to raise our rates, were going to be (\$50,000) fifty thousand dollars more, and then had to negotiate back down to status quo which saved us (\$50,000) fifty thousand dollars there. That's similar across the board on some of the others.

Rolando said there are some ridiculous charges going toward our insurance just for (2) two minute consultation with the doctor. Our insurance was charged (\$500) five hundred dollars. All the doctor did was hand him a piece of paper with instruction on it and told him what time to report to the hospital.

Massie said one of the things we will be looking into for next year is called Telemedicine. It would be a feature that we would add to the plan and what it would do is instead of going to the doctor having to pay co-pay, you would be able to Skype or get on the phone with the doctor. So that (\$500) five hundred dollars may turn into (\$50) fifty dollars by phone or Skype. When you need to refill a prescription and have to see a doctor because you haven't seen one in a year but you know that the prescriptions are working great, there's no changes. You have to go in with your co-pay and the health fund gets hit with what the doctor's visit is. That could all be done by a phone call to the doctor, answering a few questions, and then call in a refill of your prescription.

Allen asked Massie, he said it might go up (10%) ten percent on the health plan, does that include dental and vision.

Massie answered no they are separate now. They are off the health fund so it'll only be on the health.

Employee Advisory Committee (EAC)

Hubbard asked if we are going to save over (100,000) one hundred thousand just on the dental side.

Massie answered the dental side (240) two fortyish.

Hubbard said there would be immediate savings.

Ezell said the City was going to use it to pay their portion of the (500) five hundred.

Massie said we'll come around April, May, June because the out-of-pocket maxes are higher and fewer people would have met them. We should see a savings next spring as well where as right now there are tons who have met that out-of-pocket max.

B) 17-1-6-162 Holidays

Franco said we have discussed this and it has been taken care of. This has been taken care of by changing the type code.

4. NEW BUSINESS

A) Discussion of Policy 3-13 Leave Bank

Franco said she understands it being catastrophic as far as if they were to apply. If a person is getting test done and it's continuous to get a diagnosis. Franco asked could that person still apply even though it states catastrophic due to test after test that person has been using up all of their leave for.

Massie answered they could still apply if they have (0) zero balances. Anyone is welcome to apply. Each case is reviewed individually by the City Manager. It's hard to give an answer because with the form they'll have to submit medical paperwork as well. There will be things that are not life threatening and those will come into play as well. We also look at how long they've been with the City and how much leave they've had to start with. Whether or not they've abused their leave at some point, those things go into account as well. We'll go through a checklist and if it meets everything then we are going to approve it. The big thing this year he wanted to accomplish was to get away from sprained ankles or headaches. It sounds like a joke but his (1st) first week here, a sprained ankle was approved for leave bank. We were just giving money away. Since we have a budget like we do we need to stop giving money away. So far we are within (20) twenty hours donated well over what we had started with last fiscal year.

Ezell asked if the leave bank is in good shape.

Massie answered it's over (4000) four thousand hours.

Rolando asked how it gains hours.

Massie answered those who are on lose-or-use at the end of the year, they can donate what they are not going to use or anyone can donate at any point.

Rolando asked do you have to designate it or does it automatically go.

Massie answered you'll have to designate it. That was another change we made because of Finance when they get audited. When all of those hours aren't designated that becomes a liability the City has to hold as far as hours needing to be paid out. We do want to keep it at a reasonable amount. We did have an active amount of people who donated.

Rolando asked before the end of the year could there be a reminder sent out.

Massie said we sent (2) two emails out, (1) one at the beginning of June and (1) one a week before the deadline.

Ezell asked could we donate directly to someone.

Massie answered there is a box on the form where you can chose to donate. You can but they have to be approved for leave bank.

Rolando asked when you get leave bank, was it only sick leave.

Massie answered right, we aren't going to approved anything for vacation.

B) Discussion of Policy 3-3 Performance Evaluation

Franco said she's received emails about this. Employees aren't getting their evaluations and their (3) three or (6) six month. They are asking how often supervisors are reminded.

Employee Advisory Committee (EAC)

Massie answered monthly. Should get an evaluation sheet from HR stating who's due for an evaluation.

Franco said Golden stated in his department there's a database that tells the people who are due an evaluation.

Massie said he does know that all departments receive something from Burk in HR. It states who is due and when.

Franco asked what if these employees still don't receive their (3) three months after being here (6) six months.

Massie answered the policy does state an employee can ask for an evaluation at least once every (30) thirty days. He would recommend employees to talk to their supervisors. If they want an evaluation and they feel like they haven't had one. As a supervisor it is hard and our evaluation form isn't always the most convenient. It's (6) six pages, that's long and drawn out. He thinks more often than not if you're not getting (1) one then it probably means that you are doing a pretty good job. Sometimes it's depends on the person. Some people want constant feedback more than others. One thing with steps being frozen, there's no real incentive.

Rolando asked even if your evaluation is (2) two months late doesn't the pay become retroactive again.

Franco answered plus interest.

Massie said the big thing he has been asked by the directors is to look at the evaluation form. There are not very many who like it a lot. It'll go from (6) six pages to (3) three pages and a lit more user friendly. He has sent it to directors and has received really good feedback. He wants the EAC to review it which he'll send to Franco to get ready for the next agenda. It is administrative and doesn't have to go to Council but did want the Committees feedback before pushing it through.

Franco said even though their evaluation is late, when they finally receive it and it's not so great that only gives them a little time to correct it before their next evaluation. Some employees feel their supervisor's are gunning for them.

Hubbard asked Franco if she was suggesting a change in the policy to where there is a deadline.

Franco answered basically, yes.

Massie said now would be the time. If we wrote a new evaluation and that comes with changes to the policy and if that is something that the EAC wants, now would be a good time and he could look to address that.

Ezell asked what would be considered a fair time.

Franco said they could have (5) five or more evaluations to do in (1) one timeframe.

Massie said it's tough because there are also different opinions on certain annuals. Annuals are usually not that hard to get done. His battle is making (3) three months optional but then it needs to stay because we do have a lot in their introductory period that we need documentation on if we are going to terminate them. Unfortunately evaluations don't go to the front of the line right now.

Ezell said as a flipside to that, as an employee, you have that right to know and that's part of your job.

Hubbard asked how widespread this problem is.

Massie answered other than the email he has no other way of knowing.

Ezell said in (30) thirty days it should be done. This year we knew no one was really going to be missing out on anything so we let it slide a little more than we should have.

Hubbard asked Massie if HR sends out reminder notices.

Massie answered Burk in HR sends the notice out every month and they'll stay on that notice until they have been completed. He hasn't seen someone give an evaluation and then want to terminate them. The part, as an employer, is to tell them what they are doing wrong but also tell them how to fix it. As he is going through doing an investigation he's looking to see if we gave them tools to succeed.

Allen said as an employee he should know when his annual date is. It'll be on him not just his supervisor if his evaluation is due. He can then remind his supervisor that it is due but (8) eight months is a long time.

Hubbard asked do we have a control measure that after (2) two months, (60) sixty days, that notice is then sent to the City Manager. That way

Employee Advisory Committee (EAC)

the head person in charge will get a special email that tells them that these people haven't been evaluated and they are (60) sixty days past due.

Massie answered yes, absolutely.

Hubbard said if you have supervisors who say it isn't late until it's too late then that's a problem with leadership not the process. We still have a lot of people who feel like they're in trouble and they don't want to raise a fuss. Those people need to be protected because it is not their responsibility to stay after a supervisor to do their job. It's up to the department head and the assistant directors to make sure everything's running. If there is a problem then the employee can go to HR and say something. HR can try to find a way to get it taken care of.

Massie said everybody's different. Some people want feedback regularly and some think they'll get talked to if they're doing something bad.

Franco said the ones who work individually they don't address their supervisors as often as they would like to. They figure their supervisor would come to them and tell them what they need to be doing.

Massie said that's probably more than just an evaluation issue, they need to work on their communication. Maybe suggest that they meet on a monthly or biweekly basis and provide feedback as well. Once we push this out we'll add it to our supervisor training on purpose of an evaluation, to properly give an evaluation, and they'll be goals on there. That's a big portion of what we should be doing is setting goals.

Franco said how about the employees setting one of their goals.

5. COMMUNICATION/DISCUSSION

Massie said at some point everyone will get email.

Franco said she talked with Price in IT; she needs Massie to send an email to her stating an employee can get their own email.

Massie said he'll send it today. Eventually we'll go to online timesheets and if we do then everyone will have to have an email address. He wouldn't be surprised that a year from now everyone has email. We'll have an internal website just for City employees that we can post updates and things on.

Franco said Massie mentioned supervisor training long time ago and they would receive a certificate after attending some of those classes. Franco asked if Massie was going to bring those classes back for those employees who would want to be a supervisor.

Massie answered we are doing (6) six supervisor classes, (1) one every other month and we are half way through. The requirement was all directors have to attend every session and they had to have (2) two of their lower level supervisors attend with them. We have (40) forty or (50) fifty who are attending and we have (3) three more to go. We will look at that towards the end of this calendar year on how we could increase that training because training is very important. He is the biggest advocate towards training for the City but with the realization that we have jobs to do which is a constant battle when walking that fine line. We'll do some of the same sessions next year and we'll open it up to new directors who haven't attended along with their (2) supervisors. Probably on a (2) two year basis we'll revamp, do completely new training, and start the process over.

Rolando asked if there was a way for someone who wasn't a supervisor to attend the supervisor class.

Massie answered what we would probably do is offer supervisor training with some being directly based in having that authority. Some of the things that they would have to deal with such as difficult conversation with employees and additional training that are not safety or Wellness related. These would be open if not required for certain employers to attend but for all employers to attend. One that comes to mind is August (5th) fifth, we'll be doing customer service training and that's something we'll do on a yearly basis. At some point everyone within the City has some level of customer service.

Rolando asked would these classes be during the workday.

Massie answered one in the morning and one in the afternoon. We try to do them on Fridays as well so hopefully we could reach as many people as possible.

Rolando said that would be problematic for them. The only time they would have to attend these things on Wednesday which is their day off.

Massie said definitely something for us to look at and maybe move some stuff to Wednesday and Friday.

Hubbard said we now have the safety training films online. There are (100s) hundreds of new films, some are for office, construction, and personal life. It is through Aurora Films. Your safety person or supervisor can get with Brown in HR as far as your safety meetings and try to schedule with her so someone can access that and get it online. He has films still sitting in the cart which he has up to (2) two weeks to view

Employee Advisory Committee (EAC)

them.

Massie said Brown in HR is asking for a weeks notice because she has to get them downloaded. She has to coordinate the training and keep track of who's there to make sure you get your credit.

Ezell said she received an email from an employee who stated they were tired of the same things.

Massie said we are going to get rid of our DVDs not permanently but to keep as long as we have the subscription. We'll order (5) five or (6) six, keep them for a quarter, and switch them out to get new ones each quarter. This is what we'll do except for Blood Born and Hazcom which will be through Great Plains, all the others will be in the Banquet Hall.

Allen asked if it would be from October through November.

Massie answered correct and it's Hazcom and Blood Born which are a combined classes. Instead of doing (2) two (2) two hour classes there is (1) one (3) three hour class. It'll be an hour and a half on each subject. Brown in HR will send out the notifications probably next month as we get a little bit closer. Thought those (2) two classes should be at Great Plains because those are very important classes to have. We will test this year, you'll go through the course, you'll have (10) ten questions, and if you don't pass it, you'll have to take another one.

Hubbard said on the Wellness Points, if you follow this guide and get enough points that's a day off in (2017) two thousand seventeen.

Rolando said most of that is during the work day and again we are left out on it.

Massie said there's a lot of stuff that's not, for instance, the Walking Challenge that you have until Friday to signup. The session is at 5:15pm to 5:45pm (2) two days a week.

Rolando said yesterday we worked until 8:00pm.

Massie said assuming you all don't work until 8:00pm everyday. (2) Two days a week and half of that program is on your own, just doing it from your house. There's the Wellness Fair, Spirit of Survival on Sunday, so there's a lot of things on there.

Hubbard said there are a lot of things on here and it is something you'll have to work at in order to try to get those points.

Massie said (650) six hundred fifty points total and you have to get (400) four hundred.

Hubbard said that might be something we have to look at is the people who can't. Maybe suggest Public Works to do a (30) thirty minute walk.

Massie said this year let's see how it goes and how many people participate. Then next year we'll look to tweak it a little bit.

Franco said she will send out an email with the request of items the flood employees may need. Items needed are towels, sheets, bug spray, pillows, cleaning supplies, laundry soap, hygiene products and if you can tell somebody. Drop off will be in the City Clerk's Office and will be taking City Bucks as donations.

Allen asked when the deadline to donate was.

Franco answered (30) thirty days, August (12th) twelfth.

Rolando said he had his City Bucks transferred to another City employee and it turns out he's not going to need it. Another employee asked for them.

Massie said once they've been transferred they're theirs. He would have to transfer them to the other employee. At the next meeting probably would have some reports on how many have been used and the discussion if this is a buyable program to continue. He thinks there have been a lot of transfers going on and it's been a huge help that HR has been keeping a spreadsheet not necessarily printing a ton of these things. He thinks that's saved some money there.

Franco said gift cards would be better.

Ezell said Wal-Mart gift cards would work because they could get whatever they needed right there.

Franco asked if the Committee was still on for the Chili Cook-Off to promote the EAC and we could do a signup that day.

Employee Advisory Committee (EAC)

Ezell said election is in October and you have to sign up so many days before.

Rolando asked when Franco says Chili Cook-Off, is this going to be about the people cooking the chili and competition on who has the best chili.

Franco answered yes but not everyone is going to participate. It'll be like a Meet & Greet. We'll get hot dogs donated so we could have chili dogs.

Rolando asked if it was going to be in City Hall.

Franco answered yes, Banquet Hall, just have to find a date so she can reserve it.

Massie said the Committee could do it outside because he thinks we'll have the fountain done by then.

Hubbard said can still have it in the Banquet Hall but have the main part of it setup outside. Building maintenance could get the electricity out there.

Massie said the change in the ordinance will go to Council tonight. That's on the agenda.

Ezell asked if it was for the EAC representatives.

Massie answered yes.

Ezell said it does say anyone who's not listed falls under "At Large".

Massie said he talked to a couple of the Council members who had questions about the "At Large" position last night. It was explained so it should be good now.

4. ADJOURNMENT

Motion to adjourn by Judy Franco and 2nd By David Rolando. Motion Carried
Meeting Adjourned at 10:09 a.m.