

## **Employee Advisory Committee**

September 4, 2025, at 2:00 p.m.

MEETING MINUTES

Banquet Room

212 SW 9<sup>th</sup> St Lawton, OK 73501

The meeting was called to order by Chairperson, Kaitlin Golden at 2:00 pm

### **1. Roll Call**

Members Present: Kobe Humble – EAC # 1  
Tanya Organ – EAC # 2  
Michell Rosario – EAC # 4  
Kristen Fitzpatrick – EAC # 6  
Ashlynn Foy – EAC # 7  
Kaitlin Golden – At Large # 1  
Ashton Wall – At Large # 2  
Peter Mortensen – At Large # 3

Members Absent: Cristny Halye – EAC #3  
Adam Benoit – EAC #8

\* Excused

\*\* Not Excused

Vacancies: EAC # 5

Others Present: Craig Akard, Human Resources  
Ashley Nauri, Human Resources  
Ashley Glaze-Lyle, Emergency Communication

**2. Consider approval of the minutes of the Employee Advisory Committee (EAC) Special meeting of August 7, 2025.**

**Motion made by Ashlynn with a second by Kristen to approve regular meeting 8/7/25 minutes**

AYES: Organ, Rosario, Fitzpatrick, Foy, Golden, Wall, Mortensen

No's: None

ABSTAIN: Wall

Motion passed 7-0-0.

**3. OLD BUSINESS:**

**4. NEW BUSINESS:**

**A. Consider and discuss a vote for employee nominated for Spotlight Award – Take action as needed.**

Chairperson Golden we got one for this month it's Melissa Gomez from the fire department, she is a general employee as an admin assistant.

**Motion made by Michell with a second by Ashton to give Melissa Gomez the employee spotlight nomination.**

AYES: Organ, Rosario, Fitzpatrick, Foy, Golden, Wall, Mortensen

NO's: None

ABSTAIN:

Motion passed 7-0-0

**B. Discuss Code of Ordinance 17-1-7-173 Corrective Action – take action as needed.**

Craig, these came from having discussions with the city manager and deputy city manager. Paragraph a talk's about a written warning being on record, sentence 1 use to say that a warning may have a witness present we have had issues in the past where employees where given a written warning and then they come to HR tell us a story that happen during a warning and we would check on it the supervisor would tell us a different story, this way we are just taking out may out and putting shall. If anyone is issued a written warning there shall be a witness in there, we didn't go so far to say who the witness is, but the witness must be a hire rank or authority.

Under the reprimand it says a witness must be present we just took out must and put shall be present.

On letter C suspension point 1 we just changed work days to workdays two words to one word and it's the same for paragraph number 2.

Paragraph number 3 a representative from human resources will be present during a pd.

3D talks about a notice of suspension will be prepared by the department director and it shall include sufficient information to show the reason for the suspension. The notice of suspension must be signed by everyone, and you must have a meeting, and a discipline hearing human resource must be there.

The letter H talks about the notice of suspension and employee rights can't be given to the employee, it must be mailed. If you're suspended for 10 days or less, you can appeal it to the EAC if it's more than 10 days you can appeal that to the personal board. Demotion or termination we just took out may and put shall.

Letter E denial of a step pay increase if you are suspended or demoted you will not get a merit step within the 6 months. Volunteer demotion instead of a forced suspension or demotion you will not get a merit step.

Chairperson Golden, my question is only about the tracking for the merit step, is HR also going to track it.

Craig, yes HR will track it

**Motion made by Ashton with a second by Ashlynn to recommend code of ordinance 17-1-7-173 Corrective Action.**

AYES: Humble, Organ, Rosario, Fitzpatrick, Foy, Golden, Wall, Mortensen

NO's: None

ABSTAIN:

Motion passed 8-0-0

**C. Discuss Code of Ordinance 17-1-3-127 Rehire of Employees – take action as needed.**

Craig, the only thing that changed is the way it worded. We changed it to fourteen (14) calendar days. Employees who did not complete the notice period, unapproved leave or disciplinary suspension during the notice period shall be considered an incomplete notice period.

Glaze-Lyle, so is it justification leave or any type of leave

Craig, they can't use vacation leave

Foy, you can't use any leave

Craig, you can't use any leave once you turn your two weeks in, we will need to get all the information we can before you leave.

**Motion made by Kobe with a second by Ashton to recommend code of Ordinance 17-1-3-127 Rehire of Employees.**

AYES: Humble, Organ, Rosario, Fitzpatrick, Foy, Golden, Wall, Mortensen

NO's: None

ABSTAIN:

Motion passed 8-0-0

**D. Discuss Code of Ordinance 17-1-4-440 Employee Resignation – take action as needed.**

Craig, when it was changed last time, the ordinance was numbered 17-1-4-440, it should have been 4. We changed it to employee resignation to separation. In paragraph a & b we had to change it to 14 days and 30 calendar days. C is the new part for this code, if I give 30-day notice and I give all the information that was needed the city manager can let me go.

Peter, if someone has an emergency during that two notices and they wanted to finish the two weeks but can't, does that mean he is non rehire able for the 5 years.

Craig, that will have to go through the city manager approval

**Motion made by Ashlynn with a second by Kristin to recommend code of Ordinance 17-1-4-440 Employee Resignation.**

AYES: Humble, Organ, Rosario, Fitzpatrick, Foy, Golden, Wall, Mortensen

NO's: None

ABSTAIN:

Motion passed 8-0-0

**E. Discuss Code of Ordinance 17-1-6-163 Sick Leave – Take action as needed**

Craig, there are only a few changes to this one, we put Immediately prior to separation from city employment shall include the period of time after an employee has given a notice of separation from employment through the employees' final day of employment. Once you put your 14-day notice that is considered immediately prior to separation, and 30-day notice that is considered immediately prior to separation you can't use sick leave during that time. If you take sick leave, you get paid hour for an hour but if you get paid out for it then it's 2.5% x number of years of service. Under 163 E.5 – 9 it says Employees who fail to provide a notice of separation, notice of

retirement, or notice of terminal leave within the prescribed time period, shall forfeit any unused sick leave, not including historical sick leave, upon separation, if you don't give 14 days' notice you will forfeit any accrued sick leave pay out except historical leave the reason why we kept historical leave in there is because that is somebody earned a long time ago and you can't add to it, it's just used for terminal leave. Terminal Leave is different, if I go to Dewayne, I'm going to start my terminal leave on October 1<sup>st</sup> he says no because it's not 120 days.

Kobe, if you give your notice what happens if you get sick.

Craig, the manager can waive situations.

**Motion made by Kristin with a second by Ashton to recommend Code of Ordinance 17-1-6-163 Sick Leave.**

AYES: Humble, Organ, Rosario, Fitzpatrick, Foy, Golden, Wall, Mortensen

NO's: None

ABSTAIN:

Motion passed 8-0-0

**F. Discuss Code of Ordinance 17-1-6-167 Terminal Leave – Take action as needed**

Craig, where it says regular full-time employees in the executive general employee pay plan must provide a request for terminal leave to his/her department director not less than ninety (90) days this should be the general employees pay plan and not the executive pay plan, the executive pay plan is 120 days.

**Motion made by Ashlynn with a second by Tanya to recommend code of Ordinance 17-1-6-167 Terminal Leave.**

AYES: Humble, Organ, Rosario, Fitzpatrick, Foy, Golden, Wall, Mortensen

NO's: None

ABSTAIN:

Motion passed 8-0-0

**G. Discuss Code of Ordinance 17-1-6-168 Administrative Leave – Take action as needed**

Craig the change on this one is An employee that submits to a random drug screen or a for-cause drug screen, whose results are reported as positive, will be placed on administrative leave without pay pending a meeting with the employee, the employee's supervisor, the employee's department director and a representative from Human Resources, to give the employee the

opportunity to explain the results. Employees will remain on administrative leave without pay pending any disciplinary action that may be administered.

Ashlynn, what if you're not safety sensitive and you have a card, you get injured at work and you have to go take a drug test it comes back positive but you're not safety sensitive how will that work are you being placed on administrative leave then.

Craig, yeah according to the drug and alcohol policy if you have a medical card that still doesn't give you the right to come to work under the influence of marijuana and if you test positive for marijuana that's under the influence.

Peter, it depends on what kind of test they are doing, and it could still come back positive.

Craig, it will come back to the MRO as a positive test, the MRO doesn't recognize the Oklahoma medical marijuana cards because it's federal. If the director says that this person is a good worker, they won't lose their job, but you must still go through EAP to get treatment, but you will still be placed on admin leave without pay until your pd if it's a positive test. If your safety sensitive or if you have a CDL and you come back positive you will not have your job, but if you're not safety sensitive it's going to depend on how much is in your system.

**Motion made by Michell with a second by Kobe to recommend code of Ordinance 17-1-6-168 Administrative Leave.**

AYES: Humble, Organ, Rosario, Fitzpatrick, Golden, Wall, Mortensen

NO's: Foy

ABSTAIN:

Motion passed 7-1-0

**5. COMMENT/CONCERN:**

**ADJOURNMENT:**

Motion to adjourn by Ashton second by Kobe.

**Adjournment 2:54 pm**

Next meeting scheduled for October 2, 2025, at 2:00 p.m.