

**Minutes
EMPLOYEE ADVISORY COMMITTEE
September 9, 2014
Mayor's Conference Room
9:00 A.M.**

The meeting was called to order by Cindy Porter at 9:00 am.

1. *ROLL CALL*

MEMBERS PRESENT:

Cindy Porter - Engineering
Cynthia Williams-Environmental Services
Britt Hubbard-Sewer System Tech.
Albert Ozuna-Streets
Jeremy Russell-Stormwater
Eugene Ross-Landfill
Sir Allen (Chew)-Wastewater Collection

MEMBERS ABSENT:

Jackie Somerlott – PW Admin*
Jorg Stefan Kidd – Building Maintenance*
Raymond Brown II-Emergency Communications**

*Excused

**Unexcused

OTHERS PRESENT:

Sue Smith-Human Resources
Sherry Anderson-Assistant HR Director

2. *MINUTES*

A.

Approval of minutes of August 12th, 2014

Motion to approve minutes by Jeremy Russell with a second by Eugene Ross .

Ayes: Williams, Hubbard, Ozuna, Russell, Ross, Allen

Nays: None Abstain: Porter Motion carried.

3. OLD BUSINESS

A.

Consider Revision of Administrative Policy 3-12: Hubbard asked to table this until next meeting.

B.

Pay Scale Update: Porter asked if the EAC has picked someone to Chair this committee. Anderson said to her understanding that Jim Russell has picked someone to do the Salary survey. She said they were in the process of defining how they want it done. She said Bryan Long had said something about this at the last meeting about using an Administrative Services and interviews but Jim Russell said that was something different. Williams asked that when they look at all the job descriptions that some of the job descriptions are being put in to be reclassified and when they do the survey will they do those jobs after being reclassified or will they just survey the jobs as they currently are. Anderson stated that her understanding was that it would be current positions and not requested reclassification positions. Williams asked if they can look at both. Anderson said she would check. Hubbard said he thinks the EAC should be able to look at what those comparisons are and duties to see what they entail because we have a whole group who should be classified as construction instead of general maintenance in what the job duties are. He said there are a lot of jobs in Public Works to look at. Williams asked if the superintendents and directors need to look at the job descriptions before the survey. Anderson said that it would be helpful to make sure they had accurate job descriptions. Hubbard said we need to be part of the process at the very beginning so that we understand we can voice our opinion of the job duties and titles of who we are being compared too. Russell asked if the supervisors could look over the job descriptions that are questionable and give them to HR. Hubbard wanted to make sure everything came back to the EAC and we would be involved in this process. Russell said the EAC could look over the job descriptions before the survey. Hubbard said different cities call the same job different names. Russell said Jim Russell said they will chose cities throughout the country to do the comparison and they would be unbiased. We would tell them what we want. Porter said so we need to wait till the process starts and find out everything they will be doing. Anderson said yes. Porter asked how much it will cost and how long this will take. Anderson said Jim told her a few months ago that he wanted it done in November to have plenty of time for the budget. Porter said if it is done by November in time for the budget then the reclass could be affective by July 1. Anderson said possibly. Hubbard said he doesn't think that is going to happen because getting the information would take time. Anderson said that is correct since they are getting a later start. Russell said Bryan had stated it would take years to do the survey. Porter said last time it took a long time to reclassify the positions. Hubbard said that the EAC needs to look at the data and voice our input before this process. Russell said that he agrees but this report is not to be swayed either way and that is what we want. He said he feels no one should sway the report and it should be the truth. Hubbard wanted to know if the EAC should have influence of

who they are compared to such as Sapulpa or Indianahoma. Russell said that once they get the report back and the EAC doesn't agree with it then we can point out what isn't right. Hubbard said there should be a list of the cities selected. Ross said that after the survey they did several years ago everyone got a raise. Williams said that whenever the report goes out; the EAC would like to review it so that we can make notations on the side and Hubbard agreed that if there is a group that gets together in advance that the EAC needs to be included. Williams said that in the scope of work, the EAC needs to be included in that but Anderson said they don't even have a scope of work yet. Williams said she still would like the EAC to review the job descriptions and make any changes so that the pay scale can include the correct job descriptions. Anderson said that is right; the different jobs have different job descriptions and they need to compare the correct job position. Porter asked if they want to do this before the next EAC meeting should they want a special meeting for an update. Porter said they can have a special meeting or update everyone by e-mail. She said what she is hearing is that they want to set up a scope of work before they talk to the company. She said by next month's meeting they will not have started the scope of work and will be finalizing the contract, is that correct? Anderson said yes. Russell asked if they could get a copy of the contract. Porter said it is a contract between the City and this company and will be filed in the City Clerk's office which will be public record and usually the scope of work is listed in the contract. Russell stated that the EAC is not to get involved with the negotiation of the contract. Williams asked if the City went out with RFPs for this. Anderson said no. Porter said that they will look for an update from Anderson and talk about this at the next monthly meeting. Porter said we will carry this over to the next meeting. Russell said that this needs to be in Old Business on the agenda for the next meeting. Porter said yes and that the EAC will want monthly updates as this starts going and it should be on the agenda each month.

4. NEW BUSINESS

A.

Consider Employee Spotlight Nominations: Anderson said there was one for Angela Richards from Building Maintenance but it wasn't signed off by the department director or supervisor. She said she was hoping to get it back this morning but did not receive it so it will have to be brought up at the next meeting. Russell said a resident told him that a City spotlight award was a great idea and she had never seen that before.

B.

Review September Employee Newsletter: Porter said it is not complete at this time.

Porter said that she will not be running for next term and that this will be her last meeting. She said she has been doing the newsletter and she and Jim have looked in Chapter 17 of the City code and have found nothing about a City newsletter. The newsletter is done by and for employees and is not just for the EAC. Jim told her that if she chose to do the newsletter she may do so. Porter said she would like to continue to do the newsletter. She said something new in the newsletter will be putting birthdates, not years and anniversary dates of City employees. Ozuna asked if Porter can put in the newsletter that the EAC is not trying to in

anyway get rid of Longevity. He said several people have asked him if they were. Porter said she would.

C.

Safety Training and CEU Classes:

Porter said the question was it cheaper to do the classes here as opposed to going to Great Plains. She remembered that they use to have classes at Wayne Gilley City Hall as often as they could. She said the problem was getting the teachers there. Williams said that would be the problem here as well. Porter said she heard the Gang Class was a huge success. She said the first responders may not be certified to give a First Aid class. Anderson said yes they are certified. Porter said the problem with the First Aid classes is that they fill up very fast. Williams asked if the EAP offered classes. Anderson said yes and we are entitled to a certain number of classes. Williams asked if it would be cheaper if we had them come in and do a class. Anderson said she could bring a list of the classes that they offer to the next meeting. Williams asked how much does Great Plains cost. Anderson said she wasn't sure. Russell asked if we paid by the class. Anderson said yes. Russell said the Fire Department is good at having training officers for Haz Mat. He said there could be special training for DEQ requirements. Hubbard said a class on fire extinguishers would be a good class to have. Ross asked if this would be volunteers for CPR. Russell said we would just be replacing the classes here for the Great Plains classes. He said they would be classes they have to have for their jobs and not extra classes. Russell asked if they could invite someone from the Fire Training division to the next EAC meeting to tell them what classes they could offer. He said to put it in Old Business on the Agenda and Anderson said we can request them to teach certain classes. Porter said she thinks the CPR and fire extinguisher classes should be taught in each division so there would be several people in a division qualified to do those things. Allen said they can ask how many people can be in a First Aid class. He said there needs to be more than 8 people for the class because the current First Aid class gets full very fast. Porter said that Candy told her the First Aid classes are the most expensive classes offered and not everyone shows up for the class. Porter said either the City gives the classes or have alternate employees for the Great Plains class for those who can't show up. Hubbard said we need more hands on classes. Russell said in some places the job requirement for Field Supervisors is to train employees in different areas.

D.

Lawton Ft. Sill 4th of July Celebration

Porter handed out flyers for the celebration. Jody Maples is in charge of finding the sponsors and is handing out the flyers Porter said. There is a meeting tomorrow to start the contract with a company called Limelight to do the fireworks and to work so that no City employee will have to work that day with the exception of a few key people who have to work that day for obvious reasons. This will happen on the Fourth of July at Elmer Thomas Park and open to the public. She said there will be a small area for City employees in which they will give out prizes and employee

appreciation awards. The event will be from 1 pm till the fireworks. The Ft. Sill band will perform but the light show will be set to pre-recorded music. They are hoping to have sporting events such as horseshoes, volleyball, etc. They want the EAC, employees and Teen Challenge to input some ideas and be part of that. There will be local talent to entertain and food vendors. Parking will be at the high school and there will be shuttles taking people to the park. They will close the on ramps and areas around the park so people will not be able to park on those roads to watch the fireworks which could cause a traffic jam. There will be areas for picnics also. Porter said since she is stepping down from the EAC, someone will need to be part of this committee. Any employee may go to the meetings and be part of this. Keith Jackson is chairman of this committee. Porter said that this is in the infancy stage and they have only had two meetings so far. Russell asked to put on the next agenda as new business to elect someone to be on this committee. He also said to put in the newsletter a call to employees for talent for this event.

E.

EAC Members Expired Terms

Russell asked who was running for this term. Porter said the seats that are up for election are herself, Raymond, Albert, Ross and Williams. Porter asked Ross if he would run again. Ross said yes. Porter said since she is not running again she recommended the first item on the agenda would be to choose a new chairman and maybe schedule next month's meeting a week later since the new members may not be able to take off at that time. She also said that it will be fall break and there may not be a quorum due to people on vacation. Williams asked Ozuna if he was running again and he said yes.

5. COMMUNICATION/DISCUSSION

A.

Russell asked about the City using an internship program. Anderson said the Engineering division has used an intern through a high school in the past. Porter said Planning has mentored someone at Cameron University. Williams asked if the City has a formal program for this. Anderson said no. Russell said there is an Oklahoma group who pays the City to have an internship program. Hubbard said they use to use Job Corp and Anderson agreed. Williams said every division could use someone for an internship such as the water plants could use someone from Cameron for the labs or Equipment Maintenance could use someone from Great Plains. She also said it would be a good idea to have a formal program and Hubbard said that the City Manager could approve and Human Resources could interview them and place them where needed. He also said they could get people from Cameron and other schools with teachers who would let them go part-time. Russell said it would save money to pay the interns over the temps. Hubbard said the busy offices would not benefit from using interns due to the training of them.

- B. Russell said the first order of business for the next meeting is to go over the EAC code Chapter 17-2-9 for the new members.
- C. Porter said that she and Jackie have been working on the EAC clerical position. She said it is incorrect. She said this category use to be based off of where their offices were. She said she and Jackie went through and revised this. She said they changed the Clerical #1 to City Hall and Wayne Gilley and Clerical #2 to Public Works. Porter said she also went through the Labor and Trades and cleaned it up by taking off the divisions that are no longer in the City or changing and adding the name of different divisions. Porter gave the lists to the EAC members to look over. Porter said since this is a policy it needs to go to the City Council. This needed to go to Council a few months ago to affect this election of new EAC members. Russell said he wanted to put this on the next agenda to review this.
- D. Anderson had some questions on the City Bucks. She talked to Ray Brown and he said it was just the 19-518A boathouse and not the whole section of 19-5. Hubbard asked what the reason was for this. Porter said boathouses are contract houses and you can't use City Bucks because it is a contract lease and all of them are owned by non-City employees. Anderson said then she will take out the word boathouses and say just A19-5. The other question is about immediate family and were we going to have them provide proof. Hubbard asked if all City employees have to have a driver's license. Ozuna said yes. Hubbard said word it that City employee's ID has to be a driver's license. Williams said the employee has to sign up and will say this is my family member. Anderson asked if the EAC will do a short explanation to the employees about the City Bucks since this is the first time issuing them. Porter said yes and will put something in the newsletter. Russell asked when they will be issued. Anderson said she needed these few questions answered and IT is waiting for the policy to be finished. Williams said people need to remember that this is not replacing longevity and this is a new benefit.
- E. Russell asked about the Employees Morale fund of \$4000.00. He suggested a Christmas party for all employees. Porter said yes it was suggested to use it for some holiday party such as Thanksgiving since a lot of people are gone around Christmas. Porter said the next Brown Bag Lunch is on October 10 but the location had not been decided on. Ozuna asked for posters that he can pick up for the next Brown Bag Lunch to let his employees know the day and time. Porter said they took the left over boxes from the last BBL to different divisions in Public Works.

6. *ADJOURNMENT*

- A. Motion to adjourn by Cynthia Williams with a second by Jeremy Russell
Ayes: All Nays: None Motion Carried
Meeting Adjourned at 10:12 am