Employee Advisory Committee

February 1, 2024, at 2:00 p.m.
MEETING MINUTES
Auditorium
212 SW 9th St Lawton, OK 73501

The meeting was called to order by Chairperson, Kaitlin Nunley at 2:01 pm

1. Roll Call

Members Present:

Jessica Walters – EAC #1
Tanya Organ – EAC #2
Cristny Halye – EAC #3
Michell Rosario – EAC #4
James Peck – EAC #5 (arrived 2:08)
Kristen Fitzpatrick – EAC #6
Edmond Booker – EAC #7
Kaitlin Nunley – At Large #1
Courtney Waldron – At Large #2
Peter Morte
nsen – At Large #3

Members Absent: * Adam Benoit – EAC #8

*Excused
** Not Excused

Vacancies: None

Others Present:
Councilman Harris, Ward 2
Dewayne Burk, Deputy City Manager
Craig Akard, Human Resources Director
Cynthia Cornish, Human Resources
Ashley Nauni, Human Resources

2. Consider approval of the minutes of the Employee Advisory Committee (EAC) regular meeting of January 4, 2024.

Motion made by Organ with a second by Fitzpatrick to approve regular 01/04/24 minutes.
AYES:
Walters, Organ, Halye, Rosario, Peck, Fitzpatrick, Booker, Nunley, Waldron, Mortensen
NO's: None
Motion passed 10-0

3. OLD BUSINESS:

Discuss Injury Review Board and Vehicle Accident Review Board Policies. - TABLED

A printout was given to the committee members on the Conduct Appeal Hearings.

Akard explained that last month the EAC committee voted to approve to be the appeals committee for the General Employees Injury Review Board and the General Employees Accident Review Committee. Akard explained they would need to read over this material and to bring to the next meeting with any changes you would like.

Chair stated the employees scheduled should be taken into consideration or if an employee has a emergency of if a situation comes up then what?

Burk replied it if was important enough to file an appeal then they should be there.

Waldron stated she is not familiar with the accident points.

Akard replied he will give the committee a copy of the driving policy.

Akard reminded everyone if they want changes to bring to the next meeting.

4. NEW BUSINESS:

A. Consider recommendation to amend Ordinance 17-1-4-139- Standby Pay Differential - TABLED

Mortensen explained they would like to change the standby pay from 10% to 15%. Whoever is on call is required to drop everything and go and you have to be there within 30 minutes from receiving the call.

Chair asked if he knew what kind of budget impact this may have.

Akard did figure a day at $20 and hour will be about $29,000 per year. He has Shari in payroll figuring out how much “on call” was paid last year.

A motion by Halye with a second by Rosario to table this for further discussion and provide budgetary information for the next meeting.
Ayes: Walters, Organ, Halye, Rosario, Peck, Fitzpatrick, Booker, Nunley, Waldron, Mortensen.
No’s – None
Motion passed 10 - 0

B. Consider and discuss a vote for employee nominated for Spotlight Award – NO ACTION

C. Discuss Policy 17-1-6-162 Holidays – take action as needed - TABLED

Chairperson explained that as currently policy is we have 2 days' off during Christmas, if Christmas eve fall's during the week. It was recommended by a General employee to change that policy to 2 consecutive days of Christmas off regardless if the holiday's fall on the weekend.

Peck recommended that draft that was written up be simplified some before taking to City Manager/Council for approval.

Halye recommended that it be written in with just changing to two consecutive days.

A motion by Halye with a second by Booker to table until next meeting and amend wording to simplify and say "two consecutive days for Christmas holiday".

AYES, Walters, Organ, Halye, Rosario, Peck, Fitzpatrick, Booker, Nunley, Waldron, Mortensen.
No's – None
Motion passed

D. Discuss Policy 17-1-6-163 Sick leave, on the job injury leave and bereavement leave – TABLED

Chairman explained the recommendation is to include on line 29 bereavement to include loss of an unborn child.

Peck made a motion to table for further discussion at next meeting with a second by Waldron.

AYES, Walters, Organ, Halye, Rosario, Peck, Fitzpatrick, Booker, Nunley, Waldron, Mortensen.
No's – None
Motion passed

E. **Discuss bi-annual recommendation to City Manager – take action as needed.**

Chairperson stated she wanted to follow up on a recommendation that was turned in July to the City Manager regarding City Buck's.

Akard replied it was at legal to be added to the council agenda but was removed.

Councilman Harris stated he will check the status with legal and, if they don't get an answer , he would move forward with putting it on the agenda for council.

F. Discuss budget request for FYE25.

Chairman stated she sent a request to Akard to request an addition 5K for the EAC budget for the next fiscal year.

Harris asked if there was anything in particular, they wanted to spend it on.

Chair replied Family oriented stuff.

Hayle suggested maybe they could do snow cones/ice cream for the employees that work out in the heat during the summer and just pay a vendor to drive on locations handing them out to employees.

Harris suggested maybe they can do someone once a quarter for the employees.

G. Discuss creating a subcommittee for the annual appreciation event.

Chairperson explained now is a good time to plan for the upcoming event. Everyone who would like to volunteer needs to contact her know ideas so they can start budgeting.

H. Discuss volunteer opportunity with homeless outreach.

Chairperson explained an employee reached out to her regarding the Outreach program in need of some volunteers.

Halye asked why it could not be shared with all of the employees.

Chairperson stated she will get with Caitlin Gatlin to see if it could be shared on the City FB page. In the meantime anyone on the committee that would like to volunteer or knows any family or friends are welcome.

ADJOURNMENT:

Motion to adjourn by Halye second by Fitzpatrick

Adjournment @ 3:53

Next meeting schedule for March 7, 2024, at 2:00 p.m.