

Employee Advisory Committee

May 1, 2025, at 2:00 p.m.
MEETING MINUTES
West Training Room
212 SW 9th St Lawton, OK 73501

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

1. Roll Call

Members Present: Kobe Humble – EAC # 1
Tanya Organ – EAC # 2
Michell Rosario – EAC # 4
Kristen Fitzpatrick – EAC # 6
Adam Benoit – EAC # 8
Kaitlin Golden – At Large # 1
Ashton Wall – At Large # 2
Peter Mortensen – At Large # 3

Members Absent: Cristny Halye – EAC #3
Ashlynn Foy – EAC #7

*Excused

** Not Excused

Vacancies: EAC # 5

Others Present: Craig Akard, Human Resources
Ashley Nauri, Human Resources
Kameron Good, Planning
Christy Ryans-Huffer, Planning

2. Consider approval of the minutes of the Employee Advisory Committee (EAC) Special meeting of April 10, 2025.

Motion made by Kristin with a second by Michell to approve special meeting 4/10/25 minutes

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

No's: None

ABSTAIN: Wall

Motion passed 6-0-1.

3. OLD BUSINESS:

A. Discuss leave time donation – take action as needed.

Cameron, leave bank isn't setup like it should be, the only people that can donate are the ones that have been here for a long time and the directors, I think when the director donates an hour it should be across the board doesn't matter who takes that one hour. If an admin 1 uses that hour then it's completely used up then the monetary value so if an employee donates an hour of their time, then it should go towards the pot of whatever they make per hour, when a director makes \$40.00 an hour and a admin 1 takes it and they make \$20.00 an hour an they take it then it should only utilize half of that.

Chairperson Golden, so your thought is basically that someone who is executive level donates an hour that is value at \$40.00 per hour, if we have a admin 1 that makes \$15.00 - \$20.00 an hour, you're saying it should be half hour in the leave bank it shouldn't use the total value.

Cameron, the bank it's self it should be the monetary value of the hours donated, that way someone applies for it what's pulled from it should be the monetary value not a full hour.

Chairperson Golden, an employee can donate directly to an employee, or the employee can apply to the bank and the employee can apply for the bank.

Cameron, even if it was employee to employee, it makes sense monetary rather than I'm donating you an hour. If Kobe wants to donate me an hour and I make twice as much as her it doesn't seem right, now the city is out money.

Chairperson Golden, I think there would have to be more discuss with HR, I don't know how complicated it would be, right now they track by an hour.

Cameron, the policy itself would have to be modified, it talks about everything in hours

Chairperson Golden, what's the policy you're looking at

Cameron, Admin Policy 3-13 Leave Transfer

Chairperson Golden, with this being an admin policy it can edited by the City Manager and doesn't have to go to council, if this is something committee interested in doing, we can get with HR and put it in the recommendation.

Cameron, the only thing in actual code is that the city manager is authorized to establish a program of leave transfer.

Chairperson Golden, we are talking about the leave bank it is currently hour to hour, Cameron had the idea of tracking it monetarily instead of hourly, if a director donated 10 hours, then it would be worth this amount of dollars instead of hours, I'm not sure how it is tracked now.

Craig, there is no leave bank, its direct donation from person to person.

Adam, what if it went in the other direction if someone wanted to donate to someone that has a higher pay then would they have to donate more of their time.

4. NEW BUSINESS:

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

Chairperson Golden there were two nominated we have Michell Rosario and Tracy Fife does anyone have any questions or comments.

Kristen, both are very deserving

Michell the area that I was in, at Joanna for employee banquet, there was a lady that was behind me and I don't know how she got ahead of me she was in her car I saw her pull straight forward towards JoAnn's, I walked right behind her car and I didn't think anything of it, the moment I moved away

from behind her car she puts it in reverse and I just turned around I'm like woah stop that's when she hit the first vehicle and she hit the gas again and she ran into the minivan. She was an elder lady she was confused I asked her to turn her vehicle off and that's when the other lady was about to rip into her and I had to stop this lady and get her out of the car, there was a child in the van and a lady under the van that she hit. I tried to keep everyone calm and I had to get the little boy out of the van to calm him down, I told him that I would bring something to his school.

Chairman Golden, with the other one its Tracy Fife he helped an elderly person that fell in a ditch, and they helped her get up, got her to safety.

Michell, it's like when you clock in its like our job to take care of the citizens.

Chairperson Golden, do you have to have a reason for abstaining

Craig, suppose to

Chairperson Golden, why are you abstaining

Adam, I don't think anyone from the EAC should get the award.

Motion made by Kobe with a second by Tonya to give Michell Rosario the employee spotlight nomination.

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

NO's: None

ABSTAIN: Rosario, Benoit

Motion passed 6-0-2

5. COMMENT/CONCERN:

Chairperson, I just wanted to let everyone know that the employee banquet got postpone. I would like to also introduce Ashton she is our new At Large #2.

ADJOURNMENT:

Motion to adjourn by Adam second by Kobe.

Adjournment 2:31 pm

Next meeting schedule for June 5, 2025, at 2:00 p.m.