

Employee Advisory Committee

August 7, 2025, at 2:00 p.m.
MEETING MINUTES
Banquet 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
Cristny Halye – EAC #3
Michell Rosario – EAC # 4
Kristen Fitzpatrick – EAC # 6
Ashlynn Foy – EAC # 7
Adam Benoit – EAC # 8
Kaitlin Golden – At Large # 1
Ashton Wall – At Large # 2
Peter Mortensen – At Large # 3

Members Absent: None

*Excused

** Not Excused

Vacancies: EAC # 5

Others Present: Craig Akard, Human Resources
Rosie Torries, Human Resources
Tiffiney Dimery, Citizen

2. Consider approval of the minutes of the Employee Advisory Committee (EAC) Regular meeting of June 5, 2025.

Kristen, I would like to make a motion to approve

Ashlynn, I don't see my name

Chairperson Golden, were you here that meeting?

Ashlynn, yes.

Chairperson Golden, okay, you can ask to amend Kristen's motion with the change of adding your name to the minutes.

Ashlynn, I would like to amend Kristens motion to approve them as they are once we add my name to them.

Motion made by Ashlyn with a second by Kristen to approve regular meeting of June 5, 2025

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

No's: None

ABSTAIN:

Motion passed 10-0-0

3. OLD BUSINESS:

Chairperson Golden, under old business we have consider and discuss the restructuring of the EAC groups. We touched on that back in June with two different options. Because of the way departments have restructured during the budget process. We talked about Michell's group 4 now integrating into group 1. Does anyone have any thoughts? If not, we can table that and revisit it next month.

Craig, understand that this is an ordinance. It will take 30 days to go into effect. If you table this until September, it will not go into effect until before the voting in October.

Chairperson Golden, we can hold a special meeting.

Craig, it has to go on the Council meeting the second week of this month, which is August 26th.

Cristny, did you get rid of groups 9 & 10? Do we need to do any EAC stuff about that?

Craig, I haven't gotten rid of them. That is part of the proposals.

Cristny, A lot of departments have either changed their names or moved to a new division. I am not familiar with them. Is there a way to get a list that explains what departments were and what they are now and where they are?

Craig, I brought that the first time we discussed this. Unfortunately, I don't have it with me. A lot of the changes were just renaming divisions and departments.

Chairperson Golden, most of the changes are renaming. But we did bring up how Arts & Humanities is currently under group 4 but they now belong under group 1. So, it's a matter of leaving Arts & Humanities with group 4 or moving them to group 1 and rebuilding group 4 with somebody from Community Enrichment.

Craig, we would like to have this done so we don't have to hold a special meeting in October or November

Chairperson Golden, why did we talk about moving Arts & Humanities out of group 4 and up to group 1?

Craig, because they're now under City Manager's office

Michell, my term ends in October so I think moving to group 1 makes the most sense

Chairperson Golden, if that's the case is it okay to make the motion to go with version 2?

Craig, yes, we would need a motion to accept one of the versions or a third version if that is the way we wanted to go.

Motion made by Ashlyn with a second by Tanya to go with version 2 to go to council for approval June 5, 2025

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

No's: None

ABSTAIN:

Motion passed 10-0-0

4. NEW BUSINESS:

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

None to discuss

B. Discuss bi-annual recommendations – take action as needed.

Chairperson Golden, we touched on this in June about presenting the same recommendation we had in January regarding COLA, longevity, and a couple of other changes. As far as I know, no one has sent me anything on this. We also didn't have a quorum in July.

Cristny, we also had the suggestion for creating alternates

Chairperson Golden, yes. I have those in my notes. We also talked about changing the longevity from 5 years to 10 years to match what police receive.

C. Discuss Administrative Policy 3-01 Employee Spotlight – take action as needed.

Chairperson Golden, that is Craig so I will let him talk about that.

Craig, I was approached by the City Manager about Employee Spotlight. Not necessarily the Employee Spotlight award but the Employee and Supervisor of the year awards. There is no supervision on the EAC. A year or so ago, when we did the compensation study the manager didn't believe the EAC should have an input into the executive level because the EAC doesn't represent the executive level. Talking to him, the thoughts are supervision isn't represented by the EAC. Which it's not, even in code it's not. So, what he is going to do is he is going to take the Supervisor of the Year. That will no longer come to the EAC, that will go to the City Manager. Employee of the Year will still come to the EAC but not Supervisor of the Year.

Chairperson Golden, so will it be like True North where it is chosen by one person?

Craig, he has talked about having other supervisors or directors look at them and having them make a recommendation to him or just having them sent to

him and he makes a decision. He doesn't feel that the EAC should be voting on something when there is no representation

Adam, we work directly with those supervisors, the other supervisors don't and don't know what goes on day to day

Craig, yes, this has been discussed. But, when it comes down to it, it's an Admin policy, it's his policy. I just wanted to let yall know about it before it came out

Chairperson Golden, do you think, while we're on the discussion of it, the manager would be open more of a vote from EAC on Employee of the Year? If he is going to be handling Supervisor of the Year? Because, currently we can only vote for 5 and we barely get 5. Could we change that to where we actually choose the winner, the EAC?

Craig, I can talk to him about that. I can say that the last 3 years, the person EAC voted for Employee of the Year has gotten Employee of the Year. He does not have an issue with that. His concern is the Supervisor of the Year.

Chairperson Golden, I understand. It's just a thought.

Craig, I understand that. I can check on it

Chairperson Golden, thank you. I do agree with Adam. We are working more closely with the supervisors so I can see both sides of it. I understand there isn't any actual representation because there are no supervisors on the committee.

Craig, I understand and I understand your concern. However, the same can be said that you know how your supervisor is because you work directly with your supervisor. The others don't know your supervisor or work directly with them.

Adam, yes but there is someone in here that has probably worked directly with any supervisor that gets brought up. The other supervisors aren't like that

Chairperson Golden, some of us have worked in several divisions

Craig, I understand what you're saying. I will bring up to the manager about making Employee of the Year that is chosen.

Chairperson Golden, I believe that would be a good change. That is something that we've talked about every year for the past couple of years. It would be a positive change for employees to choose employees.

D. Discuss new Administrative Policy Performance Improvement Plans – take action as needed.

Chairman Golden, this one is also HR

Craig, Admin Policy 3-40 in the past we've had employees put on Performance Improvement Plans, or PIPs, by using their annual evaluation, by letters, others are brought in and sat down and told they're being put on a PIP and this is what they have to do to get off of it. It's not consistent. We don't have a policy on what PIP is. So, the manager wanted me to sit down and create a policy that governs Performance Improvement Plans. So that is what I did. Along with the policy is the actual PIP form that has to be used. It clearly shows what needs to be discussed on the PIP. What the issues were, what the policies or codes that are being violated and what has to happen in that PIP for someone to make themselves better. As far as a PIP goes, this is not disciplinary action. A PIP is put in when an employee has been brought in and the director or the supervisor thinks the employee is salvageable if they get the right help. Which is why in the background it says "the Performance Improvement Plan will be used as a tool to address performance deficiencies, provide clear expectations, and offer resources to help employees improve" A PIP is to help the employee. But we need to get it consistent across the board. There is a results and recommendations form on here that will be required to be filled out and submitted after the PIP is over. There are a few caveats to being on a PIP. In section D, number 4, no employee shall receive a merit step increase while actively on a PIP.

Chairperson Golden, so does that mean it will be deferred until the end of it?

Craig, yes. It states an employee will not receive a merit step while actively on a PIP. The next part will be on F, this talks about how you will classify at the end of the PIP. Whether it was successfully completed, marginally improved, unsatisfactory performance, or recurring issues. A successful completion of a PIP does not guarantee a merit step increase. It states in here that no employee shall receive a merit step increase for at least 6 months after a PIP is closed. The reason for this is because in the past we have seen where employees have worked really hard to get off of their PIP and they improve but after a few months of being off of their PIP, their performance starts to degrade again. This makes it more consistent on how PIPs are done and it is across the board. The PIP is not the disciplinary

action. Our hope is that this comes after a warning or reprimand but before you get to the suspension stage. To take care of the problem before adverse action is taken against the employee, it gives the employee another chance to improve.

Cristyn, we have sort of created our own version of a PIP that we handle internally. Does this mean we need to forward those PIPs to HR?

Craig, my recommendation would be that you forward it to HR, for the simple reason that it is an official letter

Cristyn, I am not a manager or a supervisor but I am the training coordinator for my department. Am I still allowed to complete and sign the PIPs or does it have to be a manager or a supervisor?

Craig, you can still sign. That is okay. You can change it to say Training Coordinator

Ashlynn, what if the director doesn't follow up? I'm assuming HR will have dates to follow up if they don't, is that the plan?

Craig, yes. With these forms we will know the dates and how long an employee is put on a PIP. We can track it and check if we don't get anything back from a director or supervisor.

Chairperson Golden, okay, we don't need to take any actio

5. COMMENT/CONCERN:

Chairperson, I don't have anything.

ADJOURNMENT:

Motion to adjourn by Adam second by Ashlynn.

Adjournment 2:28pm

Next meeting schedule for September 4, 2025, at 2:00 p.m. in the Banquet Room.