

Employee Advisory Committee (EAC) Minutes
July 11th, 2019
Mayor's Conference Room @ 9:00am

Meeting called to order by Estep @ 9:04am.

Roll Call

MEMBERS PRESENT:

Gregg Stallings -- IT

Travis Estep – Planning

Britt Hubbard – Sewer Construction

James Peck – Elec. Maint.

Gary Brooks – WTP - MP

Joneil Tahmahkera -- Lakes

Alyssa Lydon – Fire

OTHERS PRESENT:

Bart Hadley – Assistant City Manager

Cindy Griffin – Benefits Coordinator

Michael Cleghorn – City Manager

Melissa Clement – HR Specialist

Dewayne Burk – HR Director

MEMBERS ABSENT:

Sir Allen (Chew) – WW Collection (Excused)

Matthew Harms – Streets (Unexcused)

Jonathan Hull – Solid Waste (Unexcused)

1. The Health fund was, as of June 14th, at \$240,355.25.
2. Human Resources is working to reassemble the Wellness Committee with the goal of establishing a Wellness Incentive Program for this fiscal year.
3. The annual employee Health Fair is slated for October 17th.
4. Extensive discussion took place regarding the Employee Spotlight Program. A discussion regarding the possibility of incorporating a tiered-recognition system was touched upon, among other possibilities. Further discussion will be held upon continued development of recognition program(s) by Mayor Booker and City Manager Cleghorn.
5. HR Director Burk brought forward an item that is being drafted that would bring the city code and the hiring process in line with each other. As an additional component to this, the city would make domestic violence convictions a disqualifying factor for hiring. Moved by Lydon, Second by Hubbard to recommend approval of the changes to the code but to make

no judgement on the aspect regarding domestic violence convictions. **AYE:** Hubbard, Lydon, Stallings, Tahmahkera. **Nay:** Estep, Brooks. **Abstention:** Peck. Motion Carried.

6. HR Director Burk brought forward an additional item that is being drafted that would add an optional ninety day extension to the introductory period—this being for the expressed purposes of fulfilling conditions of hiring that might otherwise not have been able to have been met in the standard introductory period. Moved by Estep, Second by Hubbard to recommend approval. AYE: Estep, Brooks, Hubbard, Lydon, Peck, Stallings, Tahmahkera. NAY: None. Motion Carried.
7. Draft language has been compiled to allow for the removal of disciplinary records from personnel files at the level of reprimand and below after three years with approval of appropriate supervisor/director. This is pending finalization and approval by City Manager Cleghorn.
8. Continued discussion regarding the Employee Leave Bank and Use-or-Lose hours occurred—no determination has been made regarding augmentation of this process at this time.
9. Discussion regarding the possibility of a request for reinstatement of Out-of-Class Pay continued—when out-of-class pay was discontinued, the rationale behind that decision was that the workload for a particular employee that was not present would “trickle up” the chain of command—we are finding and hearing reports of numerous examples of this simply not being the case. No determination was made on this situation.
10. 100% payout of Sick Leave for deceased general employees was brought up again as an item that had previously been voted for by the EAC. With various changes in positions, the item had not been drafted nor presented to council. It is now, again, on the radar of both the HR Director and the City Manager.
11. Lengthy discussion regarding how to manage overtime and sick/vacation occurred. There is apparently no consistent policy regarding how this is being handled in divisions across the city—and is currently being evaluated by the City Manager’s Office for further review.
12. Assistant City Manager Hadley was questioned regarding the EAC vote from March to request consideration from the City Council of a COLA tied to the January 2019 CPI—in an effort to provide some measure of equality in line with the additional benefits provided to the Police Bargaining Unit per their contract approved in March 2019. Hadley, who was Acting City Manager at the time, did not recall the council reaction to the request and stated that he would review his records.
13. Discussion regarding the state of medical marijuana and employment with the City of Lawton was discussed. There have been no changes whatsoever to city policy in regards to the legalization of medical marijuana. Additionally, there is work being undertaken to

identify and classify employees who are “safety sensitive”—who would be ineligible to receive a medical marijuana card at all.

There being no further business, the meeting adjourned at 12:06 PM upon motion, second, and roll call vote.