

MINUTES

Employee Advisory Committee (EAC)
Thursday, December 5th, 2019
212 SW 9th St
Mayor's Conference Room @ 9:00am

The meeting was called to order by Chair Alyssa Lydon at 9:00am

1. Roll Call

Members Present: Melissa Clements, EAC #1
Alyssa Lydon, Chair & EAC #3
James Peck, EAC #5
Britt Hubbard, EAC #8 (arrived at 9:18am)
Dusty Wilkey, EAC #9
Gary Brooks, EAC #10
Tiffani Burk, EAC at Large

Members Absent: Joneil Tahmahkera, EAC #4
Matthew Harms, EAC #7

Others Present: Dewayne Burk, Human Resources
Cindy Griffin, HR Admin Asst III

Vacancies: EAC #2
EAC #6

2. Old Business:

A. Approval of Minutes

Motion to approve minutes by T. Burk with a second by Brooks.

AYES: All – NAYES: None

Motion carried.

B. Health Plan Review

The Health Fund was, as of November 15th, 2019, at - **\$1,137,443.23**.

HR Director reported a new Broker will be on the 17th Agenda for council approval. Since they have their online portal that alone will save the plan some money.

HR Director stated that all employees should have received the memo regarding the 10% premium increase. We will have to start looking at the plan document since we cannot balance the fund balance by raising the premiums, they are going to look at such as deductibles, out of pocket, and some of the plan benefits within the document itself.

HR Director stated the Health Committee approved the plan document change for coverage to read no matter what day you get hired in the month your insurance will go into effect on the 1st of the month immediately following 30 days of employment. New Hires only!

C. Employee Leave Bank

HR Director reported that the City Manager will not allow the old policy to stay in effect and touched base on the following:

- Part time employees will not be eligible for leave bank, they were not eligible before and will not be now.
- The City Manger has agreed to allow directly transfer leave. HR prefer the Director/Supervisors forward the request to HR on the employees' behalf. HR would send out notification to all employees stating a need with respect to privacy of the employee in need.
- Lydon expressed concern with the 12-month waiting period with those who donate to be eligible to receive. HR Director stated this will be an evaluated case by case.
- The current balance in the leave bank will remain in there until depleted, but no new hours can be donated.

The EAC has requested the draft policy that states an individual cannot accrue vacation or sick leave while utilizing donated sick leave be re-considered.

D. EAC recommendations for January

Lydon explained by code they have to submit recommendations to the City Manager through HR Director in January and she will add the 3% COLA and asked members if they wanted to add anything else.

Brooks explained that all cities over 50,000 with the exception of Oklahoma City receives Longevity and he would like to see that added.

Peck replied that this would be an incentive to keep employees.

Lydon will give send the proposal to HR Director for the 3% Cola and Longevity request.

3. New Business:

A. Monetary Incentive for Safety Award

The policy states the safety awards is part of the HR Budget.

B. EAC Group #2 Representative Selection

Kaitlyn Nunley, Financial Administration and Denise Flusche, Library ran for Group #2 Representative.

Motion by Brooks to select Kaitlyn as EAC Group#2 representative with a second by Burk.

AYES: ALL – NAYES: None

C. Employee Spotlight

Judy Franco, GIS Developer and Brittany Sawyer, Information Technology both were nominated for Employee Spotlight.

Motion to approve both employees for the spotlight award by Brooks with a second by Peck.

AYES: All – NAYES: None

Motion carried.

Lydon recommended the committee try to come up with a tier level for employee recognitions.

Peck suggested Employee Spotlight and Employee of the month be separate.

D. Pension Calculations

HR Director Issue with the way pensions are being calculated when a person retires, specifically section of code that talks about the average final monthly

compensation defines it as “the members average monthly rate of earning from the city for the 3 successive calendar years out of the 6 calendar years immediately proceeding the date of retirement or termination”. HR Director will recommend to Pension Trust they endorse a code change to 36 consecutive months of the preceding 72 months.

Motion to endorse the HR Director’s recommendation by Brooks with a second by Clements

AYES: All – NAYES: None

Motion carried.

4.0 Communication/Discussion

Lydon commented that the council representative has only attended one EAC meeting in the last two years and would like HR Director to look into seeing if another council member could be appointed.

5. Adjournment @ 10:26

Motion to adjourn by Brooks with a second by T.Burk.

AYES: All – NAYES: None