

## MINUTES

Employee Advisory Committee (EAC)  
Thursday, November 5, 2020  
212 SW 9<sup>th</sup> St  
Banquet 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  
Kaitlyn Nunley, EAC #2  
Alyssa Lydon, Chair & EAC #3  
Matthew Harms, EAC #7  
Britt Hubbard, EAC #8  
Dusty Wilkey, EAC #9  
Wade Lewis, EAC #10

Members Absent: James Peck\*\*  
Excused \*  
Unexcused\*\*

Others Present: Dewayne Burk, Human Resources Director  
Cindy Griffin, HR Admin Asst III  
Randy Warren, Council Member Ward 8

Vacancies: EAC #4  
EAC#6  
EAC at Large

### 2. Old Business:

#### A. Approval of Minutes

Motion to approve minutes by Harms with a second by Nunley.

AYES: All – NAYS: None

Motion carried

## **B. Comp Time**

HR Director reported the comp time change to 240 hours has not gone to council yet, the City Manager would like to compare ours to other cities. A possibility is to offer comp time to exempt employees, this will give them opportunity to get comp time if they must work over 40 hours, and they will have to clock in and out just like hourly employees.

## **C. Payscale**

HR Director reported that the pay scale error has been corrected but they need an endorsement by the EAC and it has to be approved before the November 24<sup>th</sup> council meeting.

**A motion by Nunley to approve the endorsement change to the policy 17-1-4-133, 134, 135, 136 with a second by Clements.**

**All Ayes:**

**Motion carried**

## **D. Appreciation Meal**

Chairperson Lydon gave an update on the appreciation meal. The meal is scheduled for Nov 12<sup>th</sup> from 11am – 1pm in the public works yard for approximately 250 employees.

Lydon gave a list of those who donated:

Bar S Foods – 750 hot dogs

Frito Lay – 300 chips

Country Mart – Hot dog buns

Sams/Walmart - \$125.00

Council/Mayor funded money for any additional items needed.

Nunley replied if anyone would like to help to contact her.

Lydon will be picking up the donations on Tuesday and take out to Public Works.

**NEW BUSINESS:**

**A. Elect Chairman/Vice-chair**

Lydon explained that since this is a new committee, they had to elect a chair & vice chair.

**Motion by Wade to nominate Alyssa Lydon for Chairperson with a second by Harms**

**All Ayes:**

**Motion carried**

**Motion by Harms to nominate Kaitlyn Nunley for Vice-Chair with a second by Clements**

**All Ayes:**

**Motion carried**

**B. EAC Group #8 Representative**

**Motion by Harms reinstating Hubbard in EAC Group# 8 Representative with a second by Lewis**

**All Ayes:**

**Motion carried**

**C. Footwear Contract**

There was a long discussion on the footwear contract with Woodward's and Red Wing. HR Director explained that the employees are taking the voucher that was allowed for Redwing shoes and getting Woodward's shoes which is a violation of the contract.

Harms replied that Redwing shoes have a 6 mo. no questions asked guarantee and you can take them to be cleaned for life.

Lewis commented that someone who knows a lot about the working boots should be contacted and questioned before making recommendations.

Harms stated they can save the city some money, right now some employees are going to through 3 pairs of shoes because it is hard to get them cleaned with Woodward's.

After a lengthy discussion regarding the contract with Red Wing and Woodward's, Hubbard recommended, he would like EAC participation in that part so employees could be involved

Councilman Warren suggested having another step added before it goes to Finance.

HR Director asked if the EAC would like to see specifications before the bid is taken out.

EAC agreed they would.

#### **D. January Request**

Lydon explained that by city code they have the ability to request recommendations to City Manager/Council but the recommendation has to be in by January and asked the committee to be thinking of what they would like to submit

Lydon reviewed policy 17-2-9-215

The committee may on a bi-annual basis [January and July of each year] make a written recommendation through the human resources director to the city manager on matters regarding personnel policies, including changes in the personnel rules, administrative regulations and employee benefits.

In addition to the meetings set forth in paragraph "A" of this section, the committee may in **March** of each year request a meeting with the city manager to discuss budgetary concerns and make recommendations for the upcoming fiscal year's preliminary budget. If requested, such a meeting will be held within thirty (30) calendar days.

Hubbard replied that the council is deep into the budget by mid-March and into the preliminary budget.

Councilman Warren suggested changing the March meeting to January.

Some suggestions were made to see longevity be reinstated & request 3% COLA. A 1% for every year since the last one.

Hubbard suggested to keep the payscale at 5% across the board instead of 5% then narrowing to 2%.

Councilman Warren stated they use to do a 1% every year and it was easy when preparing the budget.

Lydon stated she would like to see the general employees compensated for the step freezes from prior years.

Nunley suggested scheduling an early meeting with city manager.

**A motion by Nunley with a second by Clements to request change of the City Code 17-2-9-215 meeting be changed from March to January.**

**All Ayes:**

**Motion carried**

## **E. Cell Phones**

Chairperson reported she was asked if the city was going to get rid of the city cell phones and if they are going to pay employees to use personal phones. She explained the EAC will not have a say in it if it is an admin policy and it would be the City Managers decision but was not sure if they made changes and what type of policy it would be.

Hubbard stated he heard that some employees would get new phones, but some will be required to use their personal phone and get a \$25.00 stipend. Hubbard thinks the EAC should have some input on this.

To clear rumors and get clarification to the employees, EAC Chairperson will make a request to City Manager and ask if or how this policy will be written, and if the EAC will be given the option to provide feedback.

F. Employee Spotlight

**Motion by Harms with a second by Lewis to approve the spotlight award to Taressa Macias.**

**All Ayes:**

**Motion carried**

G. Flex Leave

Communication/Discussion

Lydon received reports back from the EAC Reps and a majority of the employees want to leave the flex leave as is.

HR Director explained the City Manager's proposal was to take 40 hours of Flex and move to the holidays and list those holidays in days we will observe & close city offices down. There is a savings associated with closing during the designated holidays, you can shut down all the offices and not use electricity, gas etc.

Clements replied when an employee leaves the city but have used all leave time and doesn't have money to pay back, the city loses money. Some employees will take as soon as they get it and burn it, then leave within next mo or 2 and we have no way of collecting and the city takes a loss.

Lydon suggested giving 10 hours of leave every 3months

**Communication/Discussion**

Harms stated employees have been asking where the funds came from to buy the Central Mall

Councilman Warren replied CIP Economic Development.

**5. Adjournment @ 10:33**

Motion to adjourn by Harms with a second by Clements

AYES: All – NAYS: None

The next meeting date is scheduled for December 3, 2020.