



CITY OF KIRKWOOD EMPLOYEE ACTION COMMITTEE

Main Level Conference Room, City Hall | 10:30 am – 1:00 pm
July 28, 2022 – Draft Meeting Minutes

Members Present

Kim Allen	Mollie LeBlanc
Denise Cox	TaMara Pelkey
Doug Eilermann	Larry Pirtle
Clint Elder	Sherry St. Onge
Tracy Girse	Jessica Winter
Andrew Huber	<i>Visitor: Mark Petty</i>

Members Absent

Chris Beckman	Duane Orr
Jason Hutchins	Karrie O'Brien
Johnny Johnson	Kim Sansegraw
Matt Mathes	Timothy Whelan

I. Call of Meeting to Order

Mollie LeBlanc and Andrew Huber served as the Chairs of the meeting. Mollie called the meeting to order.

II. Introduction

Estimated Meeting Time: 2-1/2 Hours

- *Why are we here? First Year in Review*

III. Goal and Expectation

- Reviewing Our Mission

Mollie shared the Mission Statement for the EAC and explained that the meeting would include review of the goals that have been defined and completed by this committee and will aim to create structure and leadership so the group can run more efficiently.

- Introductions and Ice Breaker

Everyone introduced themselves, gave a brief overview of their time and role with the City, and answered a question about themselves.

IV. Improving EAC

- Making the case for more structure

Mollie complimented Andrew Huber for his facilitation at the previous meeting. There was a snafu with getting the July meeting on the schedule. Although the

team has accomplished a lot in its first year of existence, Mollie made the case that establishing some leadership roles would be beneficial for ensuring the continuity of the team.

Most folks around the table agreed. There was discussion as to what roles should be established. The team supported the need for a leader (Chair) and Secretary.

- Establishing Roles

Motion was made by TaMara Pelkey and seconded by Larry Pirtle to nominate Jessica Winter as the EAC Secretary.

Motion was made by TaMara Pelkey and seconded by Larry Pirtle to nominate Andrew Huber as the EAC Chair.

V. **Work Session**

A. Approval of June Meeting Minutes

Motion was made by Larry Pirtle and seconded by Clint Elder to approve the June Meeting Minutes as submitted.

B. Updates - Mollie

- *Policy Review Team*

Mollie shared that the Policy Review Team reviewed policy revision suggestions forwarded to them from the EAC and prioritized those policies they felt would have the greatest impact and likelihood of successful adoption by City Council. The first three policies reviewed and revised were for: Parental Leave, Sick Leave, and the City Holiday Schedule. These were submitted to the Budget Planning Work Session attended by City Council, Administration, and Department Heads.

- *Budget Planning Work Session*

Mollie shared that the Policy Review Team had drafted and presented to Council. Mollie advised that the Mayor and Council were supportive of these policy changes.

C. June Employee Suggestions

Submitted 06/03/2022 - With inflation so high and basic costs such as fuel/groceries/and utilities being increased, it could provide relief to some staff that is able to work a hybrid schedule similar to what we did for COVID. Where possible, allow staff to work from home 1 or 2 days a week. Saving on fuel costs to offset some other costs for their family.

This suggestion will be evaluated and forwarded to the Policy Review Team if determined to be a high priority.

Submitted 06/13/2022 - Form Kirkwood Softball Team ad play in a league. Potential Softball tournament within the different departments.

This suggestion has been forwarded to the Employee Appreciation & Recognition Committee.

Submitted 06/14/2022 - In this economic time, I sincerely hope the City will again consider a hybrid work schedule for those departments that can. Just like in any workplace or field each department should be looked at on an individual basis. You do not ask doctors and teachers to maintain a level playing field so why consider field workers and office workers the same. With the cost of living (GAS AND FOOD) and the number of remote jobs available, I am VERY concerned about keeping and hiring new talent. Just like everything else, it is important the City evolve with the changing workforce. We have proven a remote/hybrid schedule works and we can continue our level of service. I STRONGLY suggest this is revisited and allow each department to run independently. We will (and have) lose good employees to remote/hybrid jobs.

This suggestion will be evaluated and forwarded to the Policy Review Team if determined to be a high priority.

D. EAC Moving Forward – Prioritizing Items

- Review QAT Recommendations
- Evaluate and Improve Action Plan
 - Assign Roles, Establish Communication, and Target Date
- Coordination Between Subcommittees

E. Round Table Discussion

- Doug Eilermann – Doug shared that his team had questions about LAGERS. Mark Petty shared that he feels it is time for City Council to hear from this group so they can see that employees' voices are heard. He suggested someone from the EAC (Clint was appointed by Mollie) speak at the next Council Meeting and have other members from the EAC in the audience stand in support. Clint agreed to be the speaker but requested assistance to write his three-minute speech. Mark agreed to assist him with the speech.
- No Comment or Concerns - Denise Cox, Clint Elder, Tracy Girse, Andrew Huber, Mollie LeBlanc, TaMara Pelkey, Larry Pirtle, Sherry St. Onge, and Jessica Winter had nothing additional to share or discuss.

VI. Next Meeting

The next meeting is scheduled for August 11, 2022 from 8:30 am – 3:30 pm, at City Hall in the Main Level Conference Room. A potluck lunch will be shared.

Mollie adjourned the meeting at 1:00 pm.