



# CITY OF KIRKWOOD EMPLOYEE ACTION COMMITTEE

Main Level Conference Room, City Hall | 9:30 am – 3:30 pm  
August 11, 2022 – Draft Meeting Minutes

## Members Present

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Kim Allen	TaMara Pelkey
Denise Cox	Larry Pirtle
Doug Eilermann	Jill Potts
Clint Elder	Kim Sansegraw
Andrew Huber	Sherry St. Onge
Mollie LeBlanc	Jessica Winter

## Members Absent

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

### I. Introduction

- Why are we here? Review and Restructuring

### II. Goals and Expectations

- *To create consistent and sustainable structure that will allow the group to thrive*
- *To define the priority issues for the group to address*

### III. Icebreaker

### IV. Work Section

#### a. Approval of July Meeting Minutes

Motion was made by Sherry St. Onge and seconded by Clint Elder to approve the July Meeting Minutes as submitted.

#### b. July Employee Suggestions

*Submitted 07/14/2022 - I worked for a different city some 10+ years ago and at that time we received our check stubs via e-mail. I believe that would save a lot of paper and envelopes if those of us that have e-mail could receive our check stubs that way.*

It is believed that this will be a possible change once the new ERP is implemented.

*Submitted 07/15/2022 - I would like to suggest that the City of Kirkwood “powers that be” try and understand the employees' motivations and the needs we have AND fulfill them. We (employees) work hard to better our lives and/or families here at Kirkwood. We work here because it does/did that in some part. We provide the residents of Kirkwood with a great service. Reading all the suggestions it seems we (employees) are not or do not feel the leaders of the City of Kirkwood appreciate, understand, value, or really view us (employees) as people either as individuals or with families that we*

*must take care of. Just saying we are a team or parking a food truck means very little to an employee struggling during these difficult times. Look the food trucks and motivational speeches are nice but they are extras and should never be considered the substance. The City of Kirkwood is a good place to work I enjoy my team I work with but the City is moving in a downward trajectory and having a "team Kirkwood" meeting to put pressure on us that if we do not like something well it must be because we aren't team players is low. Also when during that meeting when asked real questions from your "team" the meeting was cut short...it shows us (employees) everything. We aren't dumb serfs we have value and needs because for a lot of us its about providing for our families and that is HUGE.*

This is item being addressed in the EAC under the Internal Relations & Approachability Action Item.

*Submitted 07/18/2022 - With the increase in costs across the entire economy has any thought been given to increasing the need for 3 quotes for purchases over \$1500 to a higher point like \$2000-\$2500? Some routine purchases are now becoming more time-consuming and difficult to procure with the \$1500 threshold.*

This suggestion has been forwarded to the Procurement Director.

**c. Election of Officers**

Ballots were distributed to all present committee members that presented options for Team Leader (Andrew Huber or write-in candidate) and Secretary (Jessica Winter or write-in candidate). Andrew Huber was elected Team Leader and Jessica Winter was elected Secretary.

**d. Review of Accomplished Tasks**

The Committee went over each item identified as important topics to work on as documented on the [EAC page of the Employee Portal under Progress on Quick Action Team Recommendations](#). Any task that has not been resolved was added to the Parking Lot to be prioritized and assigned a Subcommittee.

**e. Break for Salad Potluck Lunch**

**f. Established Hierarchy of Priorities**

Each of the unresolved items from the QAT Recommendations, Employee Suggestions, and the Parking Lot list were identified. Every voting member present was given five items they could indicate as their top priorities. The items were then ranked from highest to lowest votes. The top priorities were identified as: 1) Communication; 2) Flexible/Hybrid/Remote Work; 3) Addressing Compression; 4) Allowing trade of sick leave for vacation time and selling back more; and, 5) Addressing training needs. Action items on those priorities are being tracked and can be viewed on the [EAC page of the Employee Portal under LINK TO GOOGLE SHEETS](#).

**g. Round Table Discussion**

By the time this section was reached, there were no additional comments or concerns to discuss.

**I. Next Meeting**

The next meeting is scheduled for September 8, 2022 from 10:30 am – 12:00 pm, at City Hall in the Main Level Conference Room.

Meeting adjourned at 2:40 pm.