



CITY OF KIRKWOOD
EMPLOYEE ACTION COMMITTEE
Main Level Conference Room, City Hall | 9 – 10:30 am
September 8, 2022 – Draft Meeting Minutes

Members Present

Andrew Huber, Team Leader	Clint Elder
Jessica Winter, Secretary	Jill Potts
Kim Allen	Kim Sansegraw
Doug Eilermann	Sherry St. Onge

Members Absent

Chris Beckman	Karrie O'Brien
Denise Cox	Duane Orr
Jason Hutchins	Clarence Patterson
Johnny Johnson	TaMara Pelkey
Mollie LeBlanc	Larry Pirtle
Matt Mathes	Timothy Whelan

I. Introduction

Andrew called the meeting to order and reviewed the previous meeting's Goals and Objectives.

II. Icebreaker

No icebreaker was done as attendance was low.

III. Editing and Accessing Action Items

- Ensure access and editing abilities
- Add email addresses to google drive document

Jessica shared that everyone has viewing access to the Action Item spreadsheet through a link on the EAC's Employee Portal page. Those who have action items will be granted editing access to the document once gmail addresses are provided.

IV. Work Session

A. Approval of August Meeting Minutes

Motion was made by Jill Potts and seconded by Sherry St. Onge to approve the August Meeting Minutes as submitted. All in favor, motion carried.

B. Updates – Mollie LeBlanc

Mollie was unable to attend but Jessica read the Meeting Minutes from the August 31 Policy Review meeting to update those present.

C. August Employee Suggestions

The August Employee Suggestions were not available at the time of the meeting and will be distributed to all members via email by Jessica.

D. Review Hierarchy of Action Items

- Review and Improve Action Plan
 - Confirm Roles, Establish Communication, and Target Dates

This was item was achieved through item E below.

E. Walk through Action Items One-by-One with Action Item Owners

- Work Life Balance – Kim S and TaMara composed an outline for Flexible Working Arrangements to be forwarded to the Policy Review Team to consider for adoption.
- Book Club – Sherry scheduled the first monthly lunchtime Book Club meeting for October 20 at 12:30 at the Kirkwood Performing Arts Center, Upper Level Lobby. The first book will be “O Great One!: A Little Story About the Awesome Power of Recognition” by David Novak. Meetings will be held the third Thursdays of each month. Meeting times on even months will be from 12:30 – 1:30 pm and on odd months from 11:30 am – 12:30 pm.
- Employee Portal / Intranet – Jessica is going to create a survey to identify which departments do not have employee access to computers.
- New Members – Kim S reached out to the Courts, Finance, Fleet, and Water Departments. Courts is losing half of their team to retirement and are unable to attend meetings for the foreseeable future. Finance is still training employees and will send a volunteer once training has been completed. Fleet has not responded as of the time of the meeting. The new volunteer from Water is Clarence Patterson.
- Perks – Kim A & Jessica will reach out to the school that provided massages at last year’s Health Fair to see if it would be possible to come to City Hall to offer short massages. Jessica is going to create a survey asking what other perks employees would like to see offered.

F. Review Accomplished Tasks

Newly assigned tasks were not at a point to review accomplished tasks.

G. Round Table Discussion

Kim A shared that the link to the Bulk Pickup Sign-up in the City newsletter was broken and the Monday route sign-up has ended and the Tuesday route is the week of September 12. No other members had topics to share or discuss.

V. Next Meeting

The next meeting is scheduled for October 13 from 9:00 – 10:30 am, at the Community Center.

Andrew adjourned the meeting.