



**CITY OF KIRKWOOD**  
**EMPLOYEE ACTION COMMITTEE**  
Main Level Conference Room, City Hall | 9 – 10:30 am  
October 13, 2022 – Draft Meeting Minutes

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**Members Present**

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Kim Allen	Larry Pirtle
Denise Cox	Jill Potts
Mollie LeBlanc	Kim Sansegraw
Karrie O'Brien	Jessica Winter, Secretary
TaMara Pelkey	

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**Members Absent**

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Chris Beckman	Johnny Johnson
Doug Eilermann	Duane Orr
Clint Elder	Clarence Patterson
Tracy Girse	Sherry St. Onge
Andrew Huber	Timothy Whelan
Jason Hutchins	

**I. Call of Meeting to Order**

Jessica called the meeting to order.

**II. Work Session**

**A. Approval of Minutes**

Members discussed that the last EA&R Committee meeting was held in December and the next meeting was set to be scheduled in February. As of this Committee meeting date, no date had been set but the task was given to Jessica to get that scheduled. Mollie added that the committee had talked about having two larger events: one in the spring and one in the fall. There was discussion that the EA&R Committee had discussed starting an Employee of the Month program.

**B. Updates from Human Resources Manager – Mollie LeBlanc**

- Policy Review Team
  - Approval of Parental Leave, Personal Sick Time, & adoption of Juneteenth by City Council

**C. September Employee Suggestions**

Jessica printed and distributed the September Employee Suggestions to everyone present. An electronic copy will be sent to absent members. Both suggestions will be forwarded to the Policy Review Team.

**D. Walk through Action Items One-by-One with Action Item Owners**

- Action Item Owners discuss in detail the steps taken since last meeting
  - Book Club – Action Item Owner – Sherry (absent)  
It was discussed that the first Book Club meeting will be held at KPAC in the upper level atrium on Thursday, October 20<sup>th</sup> from 12:30 – 1:30 pm to review the book “O Great One!” by David Novak. Denise asked if the books would only be work-related and was told she would have to attend the first meeting to find out and make her suggestion.
  - New Members – Action Item Owner – Kim S  
This item did not need to be discussed as Kim had already reached out to the departments lacking representation on the Committee.
  - Perks at Work – Action Item Owners – Kim A & Jessica  
No real action had taken place since the last meeting on this item. There was discussion about which massage companies to reach out to.
  - Clothing Allowance – Action Item Owner – Larry  
Larry said an increase to the budget for work boots is needed because with inflation it costs at least \$200 to get a good pair of boots. The current allowance is \$150 for boots.
  - On-call Pay – Action Item Owners – Clint (absent) & Larry  
Larry said that Jeremy Collier and Bill Bensing had discussed what other departments offer in terms of on-call pay and they granted the request for the Street Department.

## **E. Review Accomplished Tasks**

Accomplished tasks were reviewed in earlier sections. Jessica added that she talked to Andy after the last meeting and gave her opinion that the Committee should focus on the already prioritized Action Items (i.e., Action Items 1-3 before moving onto the subsequent items). No motion was made to move forward with the idea.

## **F. Round Table Discussion**

- Kim Allen  
Kim said the employee party was nice and the food was good but she wished it had been shorter.
- Jill Potts  
Jill enjoyed the luncheon but wished those around her had not been talking through the keynote speech because it was distracting. She suggested locating name tags at the entry doors to the KPAC rather than outside the venue location.
- Denise Cox  
Denise shared that she missed the last meeting but wanted to go over what she had found when researching the Action Item for a Day of Service. She said she had reached out to Hands on Kirkwood. She said their focus is on the one day but they suggested reaching out to the School District,

Kirkwood nursing homes, and Kirkwood House. It was suggested that Denise reach out to Kathy Hawkins as a starting place to see if there are elderly or sick residents with code violations that City employees could assist them in correcting. Denise added this should be an activity employees can do during a work day. Mollie is going to look into the legalities of allowing this type of activity.

- TaMara Pelkey

TaMara said she enjoyed the luncheon but thinks it would be great if the City would have actual jerseys or t-shirts employees could wear during Team Kirkwood events. She was asked to share that all employees need to be treated with dignity and respect. She shared that her co-worker, Danielle Johnson, would like to see if we can have a list of SBD locations that offer discounts to City employees.

- No Comment or Concerns

Karrie O'Brien, Kim Sansegraw, and Larry Pirtle had no topics to share or discuss.

### **III. Next Meeting**

The next meeting is scheduled for November 10 from 9:00 – 10:30 am, in the Main Level Conference Room at City Hall.

### **IV. Next Meeting**

Jessica adjourned the meeting at 10:41 am.