



CITY OF KIRKWOOD EMPLOYEE ACTION COMMITTEE

Main Level Conference Room, City Hall | 9:00 a.m.
November 10, 2022 – Draft Meeting Minutes

Members Present

Kim Allen	Clarence Patterson
Denise Cox	TaMara Pelkey
Tracy Girse	Jill Potts
Andrew Huber	Larry Pirtle
Mollie LeBlanc	Kim Sansegraw
Karrie O'Brien	Sherry St. Onge

Members Absent

Doug Eilermann	Duane Orr
Clint Elder	Timothy Whelan
Johnny Johnson	

I. Call of Meeting to Order

Andrew called the meeting to order. Clarence Patterson was welcomed to the committee.

II. Work Session

A. Approval of Minutes

Motion was made by TaMara Pelkey and seconded by Jill Potts to approve the October Meeting Minutes as submitted. All in favor, motion carried.

B. Updates from Human Resources Manager – Mollie LeBlanc

- Policy Review Team
 - The volunteer day spearheaded by the EAC was discussed and found to be a group that could be a committee and would not need a policy.
 - A share leave pool is being considered and the PRT would like to know if it can be done legally and what the City currently offers, as well as suggesting qualifiers to participate in the program and would require research if found to be legally possible.
 - A Safety Incentive program was recommended to incentivize safety. This suggestion will be forwarded to the Safety Committee for consideration. The example given was to have a two-year grace period for employees without an accident receiving 4 hours of vacation the first year after and 8 hours of vacation for any subsequent years. In the event an accident does occur for that employee, the two-year grace period will start over.
 - The PRT is having Mollie draft a policy change for comp time to be increased to 80 hours for Civilian Employees.

- Employee Appreciation & Recognition Committee
 - The committee was hoping to have a less formal event outside of the city limits at the end of the year but time got away from them and they have reserved Llewellyn's Pub in Webster Groves on Friday, January 13 instead. Their main reason for holding the event outside the City was because of liability.
- Human Capital Management – ERP
 - Mollie shared that 360° feedback will be available in the ERP that will allow employees to submit evaluations for their supervisors. She would like to have a subcommittee created that includes a mix of employees, supervisors, and department heads to research best practices and help compose the form. Mollie said the HR portion of the ERP is planned for roll-out in October 2023 after the Financial portion roll-out in June 2023. Electronic paystubs will be an included update with the ERP roll-out. It was asked if evaluations of Supervisors or Department Heads would be given to the CAO for review. It was determined that the evaluations are given to the Department Head that they are over.

C. October Employee Suggestions

Jessica will send the October Employee Suggestions to all members. Suggestions will be discussed at the December meeting.

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

- Book Club – Action Item Owner – Sherry
 - The first Book Club meeting was to be held at KPAC in the upper level atrium on Thursday, October 20 from 12:30 – 1:30 pm to review the book “O Great One!” by David Novak. No one was able to attend but a few employees had shown interest in attending future meetings. Sherry said the next meeting will be on Thursday, November 17 from 11:30 a.m. -12:30 p.m. and will be for the same book.
- Perks at Work – Action Item Owners – Kim A & Jessica
 - Jessica shared that a sign-up form would be sent out for 10-minute chair massages provided by Precision Chiropractic on Thursday, November 17 from 12:30 p.m. – 2:30 p.m. in the Council Chambers at City Hall.

E. Review Accomplished Tasks

- Clothing Allowance – Action Item Owner – Larry
 - The clothing allowance goes to Department Heads
- On-call Pay Granted – Action Item Owner – Larry
 - On-call pay had been granted for the Street Department employees

F. Round Table Discussion

- Tracy Girse - Procurement
Tracy said they have a new Administrative Assistant in Procurement named Ava Scruggs-Phillips.
- Mollie LeBlanc – Human Resources
Mollie shared that the United Way campaign was underway and that anyone that made a contribution would be entered into a raffle to win a “Best of Kirkwood” gift basket that will include two tickets to any City-sponsored show at KPAC. She added that employees that are interested in City-sponsored events at KPAC can reach out to Lily Buehler to receive a 25% discount for tickets and for concessions.
- Jill Potts – Public Works
Jill said she would like to have third probationary periods rescinded for long-term employees who change positions within the City.
- Sherry St. Onge – Parks & Recreation
Sherry said they are working on renovations for the Community Center that will include wifi, a remodel and painting, and change to the main entrance. She was asked if there is a partnership between City employees and The Lodge in Des Peres that allows
- Kim Sansegraw - Administration
Kim asked if Mollie knew about the cost of insurance premiums for next year. Mollie said they will likely increase and there may be fewer options for dental and vision coverage.

Kim added that the Administrative Associates discussed having a chili or cultural food cook-off. Mollie said they are thinking a chili cook-off around Super Bowl (February 12) at the Community Center would work. Sherry was going to look into reserving space for the event.
- No Comment or Concerns
Kim Allen, Denise Cox, Andrew Huber, Karrie O’Brien, Clarence Patterson, TaMara Pelkey, and Jessica Winter had no topics to share or discuss.

III. Next Meeting

The next meeting is scheduled for December 8 from 9:00 a.m., in the Main Level Conference Room at City Hall.

IV. Adjourn

Andrew adjourned the meeting at 10:30 a.m.