



Meeting Minutes

Employee Advisory Commission (EAC)

Date: November 10th, 2021

Time: 9:00am

Location: Lower Level Conference Room, City Hall

Attendees: TaMara Pelkey, Cassandra James, Sherry St. Onge, Kim Allen, Andrew Huber, Johnny Johnson, Mollie LeBlanc, Mary Claire Sorensen, Clint Elder, Patti Dodel, Larry Pirtle, Denise Cox, Karrie O'Brien, Freddie Doss, Kim Sansegraw

Absent: Chris Beckman, Doug Eilerman, Matt Mathes, Andrew Holdeman, Duane Orr

TaMara Pelkey and Patti Dodel chaired the November meeting.

A motion was made by Johnny Johnson and seconded by Sherry St. Onge to approve the minutes from the September meeting. All in favor, motion carried.

TaMara opened the meeting reviewing some concerns. She noted the concerns do not specifically come from her Department, but asked Mollie why people are resigning from the City. Mollie stated there are several reasons, in addition to money/salary, that employees give for leaving jobs. The main question with turn over should be why employees are looking for new jobs in the first place. The turnover in Sanitation seems to be a result of some employees not feeling appreciated for working through the pandemic. There is large turn over with dispatchers and part of this is due to pay. The dispatchers frequently have to work overtime and do not feel valued or appreciated.

Update on Resolution of any pending Issues

Mollie updated the Committee on progress that has been made since the September meeting regarding pending issues. Mollie has purchased 3 Customer Service Training Sessions through AAIM. These trainings will accommodate 25 people each session. Two will be in person and one on line. There is still the on line training that is being offered through AAIM that employees can attend. These trainings cover a variety of topics. Freddie will share a link with all employees on what topics are covered.

The Policy Review team is starting to come together. The team will consist of the following employees and Department Supervisors: Jonathan Raiche, Bill Bensing, Mark Petty, Cecelia Riordan, Brenton Ward and Karrie O'Brien. If anyone else is interested or knows someone who is interested in being a part of this team should contact Mollie.

David Weidler is working on completing the Strategic Plan by the end of the year. This includes the Vision and Mission Statement for the City. He, along with the Department Heads, is working on the action items that go with the Strategic Plan.

August 2021 Employee Suggestions:

Remote Work: At this time Russ does not feel that having some employees within the City work remotely would be a good idea. Since some employees have to come to the office every day, a hybrid schedule or the ability to work from home will not be an option for any employees.

MIS Issues/Seamless Docs: Mollie will set up a meeting with Kevin to discuss this issue.

Assistant for Cory Meyer, Forester: The City is in the process of reviewing the possibility of hiring an assistant to help with the work load of the City Forester.

Raises for Dispatchers: The dispatchers have been told the administration is working on a salary raise. A memo has been sent to Russ and he is in support of it. Some of the items listed in the memo include: permanent shifts; shift differentials and a pay increase. Mollie will draft an email to dispatchers with the specifics about what is going on with this issue.

It is mentioned that when using the phrase "it's in the process" there should be more specifics given to employees as to what this means.



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September 2021 Employee Suggestions:

Court Clerks still working from home: Mollie will reach out to Kathy Moore Smith to inquire about the Court Clerks schedule as it appears they are still working the COVID work schedule.

New Trash bags every day/Dress for your day: If an employee requires a new trash bag, they will be instructed to remove the bag and tie it so that a new one can be placed in the can. The “dress for your day” question will be given to the Policy Review team.

The team also questioned if music could be played at their work station. This would be a Department policy or should be handled with the other staff who work in the area. Sherry offered an idea to add an office etiquette tip in the employee newsletter.

Answering phones: Employees should leave their email on the Voice mail message so that callers have another way of reaching them if they do not want to leave a message.

October 2021 Employee Suggestions:

Is the City implementing the full COLA for 2022 calendar year: Mollie reported that a COLA for January and a pay increase has been budgeted. She is not sure what the exact amount of the increase is or what the COLA amount will be. Mollie agreed that the employees should know what they are getting and will have David draft an email to let the employees know what the raise will be in January, 2022.

Employees notified of changes in rules and regulations: Mollie agreed that employees should be notified when any personnel rules or regulations change. Mollie will draft an email to all employees regarding the most recent changes in policy. When the new ERP system is running there will be a better way to notify employees of changes and have electronic acknowledgement of reading the changes by employees.

Vending Machines for PPE: Cassie reported that she has looking into this and the PPE vending machines are very expensive. Procurement will respond in more detail to this issue. Most supplies needed are kept in the warehouse and Departments can also use their Pro-Cards to purchase necessary equipment. The Committee talked about how all City buildings should have AED's (Automated External Defibrillator). This issue was directed to the Safety Committee and the AED's are being purchased.

Employee Advisory Webpage: Freddie will have a draft to show the committee by the December meeting.

Roundtable

The Committee talked about the need to update or change the United Way Campaign. There are other ways for the City to donate and the United Way Campaign needs to be updated or changed completely. Ideas of having Departments pick their own charities to fundraise for and encouraging the City to participate in supporting those charity events was discussed.

Larry Pirtle bought up that some Departments can hold the use of sick days against employees during their yearly evaluation. Larry stated there are 3 personal sick days that can be used to care for family members and this is used against the employees in regards to getting a raise.

Freddie encouraged and reminded everyone to take the Employee Appreciation Week Survey that will be in the upcoming Employee Newsletter.

Next Meeting:

The next meeting is scheduled for December 8th from 9:00am-10:30, at the Procurement Warehouse. The meeting will be led by the Cassandra James from the Procurement Department and Clint Elder from the Electric Department.