MINUTES OF THE EMPLOYEE ADVISORY COMMITTEE

The Employee Advisory Committee (EAC) met Wednesday, March 15\textsuperscript{th} 2006 at 2:00pm in the back of Council Chambers - City Hall.

Present were: Michael Nelson-Police, Shannon Cade-DFA, Nadir Hamudot-IT, Alexis Bailey-DFA, Matt McCarter-Parks & Rec, Jerry Pugh-Parks, Donna Talley-Public Works, Jill Edwards-Fire and Marcia Courtney-Boise Public Library.

Meeting was called to order at 2:00pm by Vice-Chairperson Mike Nelson.

Donna Talley requested the February meeting minutes be tabled until a revision was made to the meeting minutes regarding PAG. Matt McCarter second. PASSED.

Walt Baumgartner from Public Works - Sewer Environmental, was a guest and told EAC he was there in regards to Post Retirement Benefits. Mike Nelson explained that he thought the W&B was also working on that topic, but wasn’t sure of the progress at the time of this meeting. The EAC discussed how good it was to have an employee attend the meeting with a concern that affected all employees. We would like to see more employees attend EAC meetings. The individual EAC reps discussed how they solicit feedback.

The EAC has decided to report on Old Business, New Business and Standing Agenda Items going forward.

**OLD BUSINESS:**

In order for the EAC to avoid overlapping the efforts of another group, Matt discussed looking at the recent survey feedback as a good place to find some of the bigger issues no other group is looking at. Matt said for instance; one of the issues in the survey was Department Leadership Qualities. Another was how Management communicates with front line staff and people from different departments commenting on the leadership in their areas.

Mike said that the W&B team spent endless hours coming up with the top 16 issues from the survey but are only focusing on the top five at this time. He suggested we look at some of the other issues from the survey. Mike said he could get a hold of the list so we could look at some of the other items that employees really care about and decide from there. We all agreed that any employee issue is an important issue to all of us.

**NEW BUSINESS:**
The EAC agreed that we, as EAC representatives, should be more involved with the people we represent. We discussed ways to let all employees know that we are still here and eager to hear from everyone, no matter what the subject matter. We encourage you to talk to your EAC rep or any EAC rep regarding any concerns, issues, or feedback (positive & negative) you have. We would like to know what changes you would like to see happen in the future. What role you would you like to see us, as EAC representatives play and any resolutions to any problems you might bring to EAC meetings.

Donna mentioned that different departments have programs going on within that department for various reasons. She said Public Works, for one, adopts a family and works with WCA to provide structure and guidance, along with gifts to help this family. Surely she is not the only one interested in the programs going on outside her department. All City Employees please contact your EAC representative or attend the EAC meetings. The EAC meets the third Wednesday of each month and we want to hear from you. That’s what we’re here for.

STANDING AGEND ITEMS:

**Wellness Committee**-Michael Garner-PDS who is the representative was not at today’s meeting, so there was no update. Michael will bring us up to speed when he returns.

**Wages & Benefits Team**- Michael will also report on W&B when EAC meets again.

**Policy Advisory Group**-Donna Talley reported that PAG met on the 8th to address questions that came from the training sessions regarding Holiday pay, calculation of comp time, on-call commute & overnight travel time and schedule changes to accommodate travel time. Most of these were clarification issues concerning the wording of the policies. Our recommendations were forwarded to the APG for their review. Additionally, the APG has requested some information about the proposed policies. HR is working to provide this. The APG has been very supportive of the policies and we look forward to Council action in the beginning if April. Employees want to know if they have any input in policy making. Donna said there was to be a meeting set up to clarify and explain to the employees how policies are set. Matt said that from a Parks and Rec standpoint, it has been his experience that H.R. is very receptive to feedback on proposed policies. Donna confirmed there were pages and pages of responses from employees. They looked at citywide impact and tried to make it the same across the board so that Parks and Rec were following the same policies as Public Works, and they were following the same policies as Fire etc…

**EMT**- Mike Nelson talked to Pat Peterson who said the last two EMT meetings were cancelled so there is nothing to report at this time.

**Insurance Trustee**-Judy Retzloff was at a Health Trustee meeting today but sent her report which Vice-Chair Michael Nelson read; The Health Trust members are still working in their sub committee groups and haven’t finalized any recommendations or direction yet. We are meeting with the W&B team sub committee on health insurance at
our Health Trustee meeting today. Hopefully, there will be more to report next month. Until then, if you have any input from employees regarding their health benefits, please forward them to Judy so she can pass them along to the Trustees.

**General Employee Feedback** - The early chatter about the Summer Picnic revealed there isn’t much known at this time. The EAC will keep employees updated.

There was another idea presented to the committee regarding the Christmas Party. It read: “I would like to suggest a “poetry” contest where City employees submit poems parody “The Night before Christmas”. The poems should have a Christmas and City of Boise Employee theme. Something like- ‘Twas the night before Christmas and throughout City Hall, Not a creature was stirring, they were all at the Mall.’ The poems could be posted at the party and everyone attending would have a ticket to vote for the best. The top 3 would win a plaque (or something) and those who voted would be put in a drawing for prizes. Instead of using money for food, we could have 100 $25 gift certificates as prizes. We could then do Potluck snacks and desserts. If we had a potluck, we could do a prize for the best dessert and snack using a different color ticket for the voting. These ideas are team building and fun. They encourage interaction between all employees” Nadir will see if this employee will do some of the leg work, maybe a survey and come to the next EAC meeting April 19th, 2006. We want them to have ownership of the idea and we want to insure that there is no misconception of the idea.

*EAC encourages this kind of creative thinking and ideas from employees. We are committed to focusing on the City’s entire workforce, not just those based in City Hall.*

Shannon asked about a “list” for Parking in the garage. She was under the impression they had discontinued the “list”. Donna said she thought the “list” still existed but she will check into it and report back. That brought the discussion to parking where Nadir reported that he talked to other employees about addressing the employee parking issue with upper management and reports he got a lot of comments like “good luck with that” and “other employees have tried and have had no success” It is a fact that there are several employees that were not involved previously when these issues were addressed and have their own questions. There was also an incident with an employee parking in a 2 hour parking place (on the street) for 2 hours, the employee left and came back later in the day and parked in the same block, but a different parking space and was ticketed. Donna suggested that possibly the establishment had witnessed that employee previously parked there and called the City to complain that the employee was actually taking a parking place intended for their customers. There are no signs stating you can only park there 2 hours a day. Mike said he thought W&B had that on the survey list and he would check. He said it wasn’t included in the top 5 that W&B were working on but thought he saw it in the top 16 and will check to see who is working on that issue. Mike said there were some issues from the survey that went straight to the Mayors office.

Meeting was adjourned at 3:00pm