



Representative Minutes
August 13, 2019 10 a.m.
City Hall 3rd Floor Conference Room

TSA Active Members

Mary Fowler, President
Michelle Fedor, Secretary
Bruce Smith, Treasurer
Cathy Hollow, Trustee
Maja Aurora
Tony Miano
Laura Somershoe
Tom Wilhite

Guest:
Kathryn Baillie
Law Offices of Napier, Coury and Baillie

1. **Call to order** – Mary Fowler called the meeting to order at 10:01 a.m.
2. **Approval of the July meeting minutes**
Michelle motioned to approve the July Minutes. Bruce seconded.
Ayes: Mary, Bruce and Michelle
Nays: None
3. **City Manager Update – Andrew Ching, City Manager**
 - Discussion on recording of conversations
 - Breaks down trust in the workplace if you think you are being recorded but don't really know
 - Scheduled meeting – other party has to be made aware
 - Ask for a copy of the recording
 - Ask if you are being recorded
 - Recruitment out for deputy director for employee development
 - Employee survey – employee development comes up often
 - Does the Supervisors Academy really train supervisors to be supervisors?
 - Does making it mandatory put undue stress on some work areas?
 - Have this new position come in and look at this program
 - Maybe have some peer to boss training?
 - Andrew would like training tailored to specific work groups
 - Take shifts into consideration
 - For example, SW is doing this. Different groups go for leadership training every week
 - New supervisor orientation
 - Outreach before making things mandatory
 - Pool with other cities for certain classes
 - Council approved in budget for employee outreach and communications engagement
 - Based on feedback from survey
 - How do we do internal communication better?
 - Let Andrew know if you have any thoughts on this.
 - The new Equity and Inclusion Manager starts August 26, 2019.

4. Committee Reports

- Diversity – No report
- Deferred Compensation
 - Last meeting was June 6
 - Nationwide is going to manage all the different funds
 - They will replace Voya as the HRA fund manager.
 - Fees will be lower
- Wellness
 - Trackers are not syncing correctly
 - Mary asked Cathy to follow up with Tammy in HR on this matter
- Health Committee
 - Mary and Bruce are attending a meeting this afternoon to discuss Medicare
- Six-sided Partnership
 - Recording conversations
 - The city is reviewing whether it can have a policy for recording of conversations
 - Ask if the conversation is being recorded
 - Don't record on a personal cellphone
 - Replacing a financial services tech with a Deputy Director for Employee Development (TLC)
 - RR vs. R for internal candidates
 - Supervisors Academy-Currently, 167 employees are in the SA program and of those, 68 are supervisors. Since February 2015, 104 employees graduated and of those, 43 were supervisors

5. Financial Update

- We are doing well
- Membership has grown but we are down to 107
- We are covering our expenses

6. General Discussion

- Do not conduct TSA business on your City devices
 - Comingling is subject to public record request
- Discussion about leads and supervisors being on vacation at the same time

7. Member Announcements/Future Agenda Items

- Laura Somershoe won lunch with Andrew

8. Adjourn

Meeting adjourned at 11:20 a.m.

The next meeting is scheduled for 10:00 a.m. on September 10, 2019, in the City Manager's conference room on the 3rd floor of City Hall.

Submitted by:
Michelle Fedor

Reviewed by:
Mary Fowler

