

Tempe Supervisors Association

Representatives Meeting Minutes

10 a.m., Nov. 10, 2015

City Council Chambers – Garden Level City Hall

1. **Call to Order** – Keith Burke called the meeting to order at 10:02 a.m.
 - Keith welcomed Donna Sullivan-Hancock to the Executive Board as the new Trustee

REPS/MEMBERS/ELIGIBLE PRESENT

Keith Burke, President
Shawn Wagner, Treasurer
Donna Sullivan-Hancock, Trustee
DeAndro Baker
Michelle Fedor
Cathy Hollow
George Krall
Tony Miano
Mercedes Payne
Kristen Scharlau

Ramon Saiz
Chris Thompson
Roger Vermillion

Guests

Kathryn Baille, Napier, Coury & Baillie,
P.C.
Renie Broderick, Internal Services
Director

2. **Internal Services Manager Update: Rene Broderick**
 - Market Study
 - End of calendar year projected completion date
 - Positions are compared with 7 other cities
 - Appeal process for market study to begin in Jan./Feb.
 - Due to the amount of staff time required; processing of reclassifications is on hold
 - HR is thinking about submitting a supplemental for a HR Analyst
 - Employee Survey
 - A request for proposal (RFP) was distributed and responses have been received
 - 3 finalists were asked to submit a best and final
 - Decision is resting with the City at this point
 - Focus groups are being considered as part of the process
 - Tax Forms
 - W2's are being prepared
 - Health Care Contribution forms are being prepared
 - Outside Employment
 - On the next 6 sided agenda
 - Fine tuning the definition of conflict of interest
 - Some positions in the City have additional restrictions due to the nature of the work; state statutes and regulations
 - In one department, the Director has requested that all employees resubmit their outside employment form

- Using a memo from 2002 Director as guideline for outside employment
- 4 out of the 5 applications have been denied
- 1 TSA member who was approved in 2002 was denied in the resubmittal process
 - They did receive a letter regarding decision, but there was not any additional communication
- There is an appeal process

- Virtual Network
 - Currently installing and trouble shooting at Community Services' recreation and community centers

- Recruitment Selection Guidelines
 - Reviewing and recommending improvements for the screening process
 - Public Works uses a matrix to define the qualities that will separate applicants from those that meet the minimum criteria from those that have additional attributes above the minimum requirements
 - Ban the box
 - Movement aimed at persuading employers to remove from their hiring applications the check box that asks if applicants have a criminal record. Its purpose is to enable ex-offenders to display their qualifications in the hiring process before being asked about their criminal records.
 - Human Resources is working with the William E. Morris Institute for Justice to develop a proposal

3. **Approval of September Meeting Minutes**

Shawn moved to approve the minutes; Donna seconded them. The motion passed.

4. **New Business - Shawn**

- Driver's license requirements and DUIs
 - Updated the group on the 6 sided partnership discussion
 - Review job description to ensure that a driver's license is required for the job
 - City requires you to notify when charged with a DUI, which is different from previous regulation that only required you to notify when convicted
 - City will not install interlock devices on City vehicles

5. **Old Business**

- Outside employment leave
 - See notes in agenda item 2

- Recruitment process updated
 - See notes in agenda item 2

6. **Budget Report - Shawn**

- Distributed a budget report and reminded the group that membership is vital to our efforts.

7. **Committee Reports**

- **Labor Management - Keith**
 - Management notified of TSA's intent to negotiate the MOU.

- **Diversity - Mercedes**
 - Exempt (not OT eligible) / Non Exempt (OT eligible) discussion
 - Department Directors have the responsibility to set the tone for how their departments will handle exempt employees and comp time. Non exempt employees fall under the guidelines set forth by the Fair Labor Standards Act (FLSA).
 - The approaching Timekeeper training will go into greater detail regarding this and other timekeeping topics
- **Deferred Compensation - Keith**
 - Keith reminded everyone to complete the survey that will be distributed in the near future
- **Wellness & Health committee - Keith**
 - Update your points
 - Wellness Screenings will in in early 2016
 - You will have until April 30, 2016, to participate and earn points.

8. Open Discussion

- State of the City
 - Development/Redevelopment is booming in Tempe
 - New jobs are being created
- Meetings with Council Members
 - TSA and UAEA will be meeting with Council Members in the next couple of months
- Wage Study
 - Budget has penciled in a 3% increase in compensation for next fiscal year
 - Movement in ranges benefits everyone
 - Consider previous practice of moving existing employees in a range the same amount the range adjusts in addition to annual increases
 - Determine a way to measure effectiveness of City programs and services with those of comparable cities
- Employee Picnic
 - Thank you to all members who attended
- Enjoy the Veteran's Day Holiday
 - Thank you to all of our Veterans and their families for their service

9. Adjourn

The meeting adjourned at 11:04 a.m. The next meeting is scheduled for 10 a.m. on Dec. 8 in the City Council Chambers at City Hall.

Minutes submitted by Shawn Wagner
Minutes reviewed by Keith Burke