



Representative Minutes
October 9, 2018 10 a.m.
City Hall 3rd Floor Conference Room

1. Call to order – Mary Fowler called the meeting to order at 10:04 a.m.

TSA Active Members

Mary Fowler, President
Donna Sullivan-Hancock, Vice-
President
Bruce Smith, Treasurer
Michelle Fedor, Secretary
Cathy Hollow, Trustee
Cody Lowe

Cassandra Mac
Kelly Rafferty
Jordan Reardon
Wendy Springborn

GUESTS

Steven Methvin, Assistant City
Manager

2. Approval of the Sept. 11 meeting Minutes

- Bruce moved to approve the minutes; Donna seconded the motion. The motion carried 5 to 0.
Ayes: Mary, Donna, Bruce, Michelle and Cathy.
Nays: None

3. City Manager Updates – Steven Methvin

- The city is coming to the end of the Facilities Master Plan
 1. \$17 million a year needed to get caught up on facilities maintenance
 2. May be looking at bonds for 2021
 3. Some buildings are approaching the end of their useful life
 4. Some need renovations
- The city cannot get enough money for selling the Priest Yard. The City might sell parts of it, along with the two Hardy Yards
- Not building a facility at Apache and 101
- Looking at options for new facilities
 1. Human Services building at the library complex
- Urban Core Master Plan – presented at Council Retreat. PowerPoint presentation available
- Cost of PSRS keeps increasing
- DROP for PS is being phased out
- Looking at OT policies for last three years
- Steven is waiting for a report to come out
- They're still getting 5% increases, but TSA is not

- Steven asked what TSA's top issues are:
 1. TSA is seeing increases in disciplinary actions
 - Performance Management – encourage feedback and communicate expectations
 - Sometimes employees don't get feedback on how they are doing
 - Encourage more conversation. Building trust is a problem in the organization
 - Not enough mentoring or modeling of behavior we want to see.
 - Mandatory training for supervisors and managers
 - Discipline is not consistent, and supervisors don't have discretion
 - Supervisors get written up when there are not enough employees to do the work and then salary savings are used on other things
 - Steven stated that sometimes positions have to remain vacant due to paying out SK and VA for retirees.
 - Steven asked what types of discipline are there? Versus where they are.
 - Is there something universal across the city?
 - Consider inviting directors to meetings to build relationships
 2. OPEB
 - Group 2 and Group 3 insurance was not grandfathered or phased in
 - Can contributions be increased? Or a COLA increase?
 - Andrew asked Ken to come up with numbers and will need time to review

4. Performance Management

- Discussion of user-friendly software
- E-log should just be for notating conversations, not documentation
- Discussion of E-log documentation versus email.

5. Committee Reports

- Diversity – Not present
- Deferred Compensation – Not present
- Wellness – didn't meet.
 - Update on trackers
 - You have to call to get a new one
 - It takes about 12 weeks
 - Flu shots are available
- Health Committee – didn't meet
 - Healthcare was not discussed at the Council Retreat as we were informed it would be
 - Hire someone to examine the retiree healthcare
 - Ask Council to direct management to examine what moving 2 into 1 and 3 into 2 looks like. Or make the groups better
- Six-sided Partnership – meeting coming up
 - Mary will bring up Group 2 and 3 at next meeting

6. Financial Update

- We have 98 members and are well within the budget.
- SOC, monthly attorney and insurance renewal due

7. Member Announcements/Future Agenda Items

- Member Mixer at Spokes on October 17, 2018
- Opening MOU negotiations for benefits
- TSA presentation for outgoing UAEA President, Jackie Awosika at the Employee Picnic. Wear your TSA shirt.

8. Adjourn

- Meeting adjourned at 11:11 a.m.

The next meeting is scheduled for 10 a.m. on November 13, 2018 in City Hall's 3rd floor Conference Room.

Submitted by: Michelle Fedor

Reviewed by: Mary Fowler

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