



Representative Minutes

10 a.m., May 9, 2017
City Hall 3rd Floor Conference Room

1. Call to order – Mary Fowler called the meeting to order at 10:05 a.m.

PRESENT

Mary Fowler, President
Jennifer Adams, Vice President
Shawn Wagner, Treasurer
Donna Sullivan-Hancock, Trustee
DeAndro Baker
Mercy Carreras
Tanya Chavez
Tajia Diggs
Cathy Hollow
Lauren Hyre
Richard King
Mercedes Payne

Kelly Rafferty
Bruce Smith
Kristen Scharlau
Wendy Springborn
Chris Thompson
Lisa elena Vallejo

GUESTS

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

2. Approval of April Meeting Minutes – Shawn moved to approve the minutes; Donna seconded the motion. The motion carried.

3. Internal Service Director’s Report (Renie Broderick)

- Job descriptions – Jon O’Connor is updating job descriptions of which some have not been updated for 20 to 25 years
- Shawn asked about for clarification on “two-year rule” for temporary employees. Renie indicated that Community Services and some other departments have exemptions.
- Renie discussed the recording of telephone lines in customer-service related areas. This is being done to ensure quality. The city is setting up the following:
 - Notification of employees who are using a recorded line.
 - A form for employees to acknowledge that they are aware that their telephones are being recorded.
 - A message to outside callers indicating that the call may be recorded.

4. Old Business

- Elections – Mary reminded members that because of the special election for Interim President, the election for Vice President and Treasurer was postponed. Because Donna is running unopposed, the group does not need to vote and she will be seated on July 1. Mary announced that Jennifer Adams and Tanya Chavez are the candidates for Vice President. She explained the process, which was delayed until May 31. Napier, Coury & Baillie, P.C., will conduct the voting. Members will receive paper ballots that will require the employee ID number, signature, printed name and vote. There will be a self-addressed, stamped envelope to use to return the ballot. The voting will be open for two weeks. Lisa elena questioned the timeline for voting as it relates to the Memorial Day Holiday. Mary indicated that voting may push into

June to ensure a two-week timeframe. Wendy asked if there was time to hold a forum. Mary indicated that because of the timing, this could not be accomplished. However, candidates will provide bios that will be sent to members prior to the election. Mary asked Jennifer and Tanya if they could send their bios to Shawn by noon on Monday (May 15). Both indicated that they could do so.

5. Budget Report

- Shawn reported that TSA has 78 members and financials are well within the budget. If you do not have your TSA T-shirt, let Mary Fowler know. Taxes have been filed. The checking balance is \$7,048.97; savings is \$52,000.

6. Committee Reports

- **Labor Management** – Mary indicated that the board is in negotiations for benefits. We are nearing a final MOU that will be brought before the membership for ratification.
- **Diversity** – No report
- **Deferred Compensation** – Tom indicated that the fund has been doing well. He discussed request by members to pay off loans early. Federal law does not allow that, so the committee voted to allow second loans. He also discussed financial wellness training from Galloway.
- **Wellness** – Employees must have their biometric screening and points by April 30.
- **Health Committee** – Mary discussed the Direct Path advocacy program. Shawn indicated that the city believes that premiums are keeping trend with a 7% increase. Management does not anticipate raising premiums. We will keep you posted.

7. **Open Discussion** – Wendy volunteered to represent TSA at the city’s branding meeting.

8. **Adjourn** – The meeting adjourned at 10:30 a.m.

The next meeting is the scheduled for 10 a.m. on June 13 in the third floor City Manager’s Conference Room.

Submitted by: Mary Fowler

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