

Tempe Supervisors Association

Representatives Meeting Minutes

10 a.m., March 8, 2016

City Council Chambers – Garden Level City Hall

1. **Call to Order** - The meeting was called to order at 10:02 a.m. by Keith Burke.

REPS/MEMBERS/ELIGIBLE PRESENT

Keith Burke, President
Jennifer Adams, Vice-President
Shawn Wagner, Treasurer
Mary Fowler, Secretary
Donna Sullivan-Hancock, Trustee
Mercedes Payne, Diversity Committee
Maja Aurora
Barret Jurgemeyer
Chris Kabala
George Krall

Kerri Logan
Lisa Loyd
Bruce Smith
Wendy Springborn
Chris Thompson
Roger Vermillion
Mark Weber

GUESTS

Renie Broderick, Internal Services

2. **Internal Services update – Renie Broderick**

- *Consova* - Renie provided an update of the dependent audit. The process of an audit is considered a “best practice.” It is not because management believes that people are deceiving the city. This is a one-time procedure; however, some sample audits may be performed in future years. HR will be ensuring that new employees provide appropriate documentation when hired. She explained some of the issues related to employees who did not receive the mailing. A letter will be sent to employees who did not receive a letter notifying them of an extended deadline. Consova indicated that companies realize about a three percent savings as a result of dependent audits. Renie will email Keith with information about the cost of the audit and from what account costs are being charged.
- *Premiums* – Kerri asked what future premiums might be. Renie indicated that the Health Committee is reviewing that and nothing has been determined. Renie explained the effects related to the Fire Department leaving the health program.
- *Employee Survey* – Keith and Renie provided an update about the committee. The new Strategic Management and Diversity is spearheading the process.
- *Recruitment process* – Kerri asked why an already budgeted position needs to be approved by Budget. Renie indicated that it probably is a safeguard. Keith asked whether recruitments have risen or stayed even. Renie does not have the sense that a lot of new positions have been created. She believes that current positions are being reclassified. Adding FTEs should be handled through the supplemental process. She will mention that to Ken and the budget staff.
- *Supplementals* – Chris asked if there is oversight when a department is granted a supplemental, but the decision is made not to fill the position but rather reclass it to another position. Renie indicated that Budget, HR, the IS Director, the CFO and CEO and the city management would have to approve.

3. **Approval of February Meeting Minutes**

- Mary moved to approve the minutes; Jennifer seconded. The motion carried.

4. **New Business**

- Consova Dependent Audit – This was discussed in the IS update.
- TSA presence on hiring panels – Mary asked if TSA members wanted to have a TSA member involved in hiring panels for TSA positions. There were differing viewpoints. This can be revisited before the next MOU opening.

5. **Old Business**

- TSA Logo – Members favored “Choice A.” Mark Vinson is working on colors and finalizing the logo.
- Elections – President and Secretary are open. Please give Mary nomination forms by 5 p.m. on Thursday.
- TSA Employee Survey – Shawn indicated that the survey is complete and members should see something within the week.

6. **Budget Report**

- Shawn provided a budget report as of January and indicated that TSA has 71 members. TSA bases its budget on having 68 members. Taxes are up to date and current. Shawn mentioned that the group is planning a member mixer after work on March 24 at Culinary Dropout at The Yard.

7. **Committee Reports**

- **Labor Management** – Keith indicated that negotiations have been scheduled. He thanked members for providing ideas and input. TSA seeks consistency and a long-term pay plan. Wendy asked for clarification about Ken’s report. Last year, Management offered \$520,000 in recurring and \$60,000 in non-recurring. We settled on an estimated \$592,663 recurring and \$381,350 non-recurring. Keith explained the market study and how it is being implemented into the process.
- **Diversity** – Mercedes mentioned the next meeting is April 5. She referenced the email announcing the new Office. Mercedes is on recruitment, trying to get more diversity among applicants and getting more people involved in diverse events. Shawn discussed the connection between supplemental approvals and strategic plans.
- **Deferred Compensation** – No report.
- **Wellness & Health** – Keith reminded people that they can do an outside biometric screening if they did not participate. Keith asked to include questions about the Wellness Program on the Employee Survey. TSA is working to keep costs to employees down.

8. **Open Discussion**

- Keith reminded people that the next meeting will be in the 3rd Floor Conference room.

9. **Adjourn**

The meeting adjourned at 11:12 a.m. The next meeting is scheduled for 10 a.m. on April 12 in the City Hall Council 3rd Floor Conference Room.

Minutes submitted by Mary E. Fowler

Minutes reviewed by Keith Burke