

10-12-2022 ALE Board Meeting

Present: Jonathan Browning, Justen Sheridan, Jeff Oase, Scott Kooreman, Sam Kraft, Renea Dawes, Staci Romano, Reuben Ramirez, Rebekah Knutson, Lisa Davidson, Jennifer Ackerman, Jake Potter

Absent: LJ Calegari

Start: 1207

Thank you to the outgoing members, Rebekah Knutson, Lynn Carpenter and Kathy Hughes. Welcome to the new board members, Jeff Oase: Member at Large Maintenance (1 year term), Staci Romano: new treasurer and LJ Calegari: Member at Large PD.

Comp study: NB and JB had meeting with HR. In the process of working on the 3 series positions. Traffic Signal Techs, WRD and facility maintenance crews

Crime analyst: this was finalized. Title and job description changes.

Flex staffing update WRD: JB just got an email this morning from ND. JB will send the email out. They have added some of the 3 positions and some have asterisks: building inspector 3, public works landscape 3 and public works street and waste water collections and water recycle operator. The only 3 not asterisk is public works water. SK: this is good news. Those that have been working here for a longtime can move up without a recruitment. This keeps people happy and moving up within their job description. This allows in house people to work towards a higher level of work. The employee that meets the requirements for a open position can fill that position by their manager sending up a memo. JB: this would be a good thing to have for several other job descriptions for the city. Works for the employee and less work for HR. Original request was for WRD 1 and 2 and went back to get 3rd level. This is a policy that will fall under the rules and regulations admin section. Facilities 1 and 2, traffic signal the 1 and 2. Most trainees to first level was already being done. We are on the right track with this. SR: since this isn't a traditional recruitment, does probation still apply. JB: yes probation would still happen.

PD employee issue: employee sent HR paperwork. Waiting on HR to follow up. Advice given to speak with supervisors and new captain.

ALE website: we are looking to farm this out and researching companies to complete our website and continue to keep it update. SK: I motion to research for an outside agency to host the website and determine the cost. JS: second. 12 yes 0 no's. JB: has a friend he will check with. RR to check with John Stack and Jacquelyn Gossler (prior board member). JB: we would like to have something sent up by the new year.

Treasurer Report: JB: I don't have the statements. JB is going to have to go to uncle credit union with SR to update our account and change of names. The checks will have an address, name and 2 signature spots change. Charges was just income from dues paying members and the basket for DP. JS will need to be reimbursed for the survey monkey for the board voting and DS needs to be reimbursed for shipping of DP basket.

Safety Report: RR: nothing new to report. First of the month your first aid kits, fire extinguishers should be inspected. Each department would have an employee that is responsible for this. This month the city is doing their flu shots. 4 different locations. SK: previously PD volunteers did city hall but it doesn't appear to be happening at city hall. RR: volunteers have not been doing this since covid and each department has their own rep. There is a list and they know how to get supplies. RR will send out a list of the representatives for each department.

Deferred comp: JA 457U happening Nov 19. Mission square sent out an email for the new website. The new website has to be a complete new log in and new app. JB: with LC retiring, we will need a new member. JO offered to be second rep. JB: we will talk with KL to make changes. SK: motion to have JO as second member. DS: second 12 yes 0 no's. JA is now primary and JO will be second.

Employee committee: JB: sent out a list of new members. SK took care of fleet. JB will send out to everyone so others can help. We still seem to be doing ok with ALE mugs.

1-1 with HR

Clerical positions: HR recommending title change of typist clerk to office specialist 1 senior clerk to office specialist 2. DS: this would not fall under flex staffing. Team thinks it should be under the flex staffing. JB: to talk with HR about this in today's meeting. HR is only looking at the name change now and not the job description and comp study. RD: can we just have them do the name change and job description and we will do the comp study with the next negotiations. SK: can the name be department specialist. Office specialist still sounds old. SK: how many people are under this title. SK: 2 in engineering, one at WRD and one at maintenance, one at cdd. SK: can they be called administrative assistant. DS: no because our top level is administrative assistant. RD: lets put all positions (typist, senior, division and admin) under administrative assistant and flex the 1-3 levels and promote to admin. SK: if we do this, the members may not be happy with not getting a raise or comp study adjustment if needed. JB: HR is just trying to close it out and move on. We will talk to them further about this further at today's meeting. JB: wants to let city know that board is still not comfortable with this and we want it done correctly. If it takes a little while longer let's do it right.

No new business.

Next negotiations we will need to talk about the medical and how it is closing the gap between the positions. This has already come up in the flex staffing conversations. This current raise will close the gap in a lot of positions. JO: the 60 a month isn't covering the new increase in Kaiser this year. JB: we will have to talk about this with next negotiations. The tax issues seems to not be any issue any more and we might be able to increased the 1950. When you increase the 1950 also increases the retirees. This last 60 a month is for the working employees only at this time.

Pay raise in effect 10/10. Next pay period will show raise.

Nov 2 board meeting at noon.

End: 1321