



REVENUE DIVISION LABOR MANAGEMENT COMMITTEE
October 28, 2014

Attendance:	Stephen Bouffard, Adrienne Brown-Dunn, Rachel Cleveland, Karla Frahler, Josh Gregor, Thomas Lannom, Karen Obana
Facilitator:	Joe Hertzberg
Note Taker:	Meghann Fertal
Handouts Distributed:	Draft September 23, 2014 Meeting Notes version 1

**Notes are re-written from memory due to computer malfunction*

1. Review of September 23, 2014 Meeting Notes
 - a. Change 7.a.i. – from taxed to tasked and training
 - b. Approved with changes listed above
2. New Business
 - a. New Hire Orientation
 - i. Labor: In the New Hire Orientation materials, is there information alerting the new employee of their represented status?
 1. Management: Their representation information is on their offer letter
 2. Meghann: On HR paperwork day (could be before they start) and/or on first day I reiterate the representation status.
 3. Meghann: Within the new employee packet there is direct information that gives them their contract:
 - a. “Union Contract Information: Visit the [BHR Labor Agreements](#) page to find your applicable Union Contract. Your union steward will contact you separately and inform you of your rights.
 - ii. Labor: How are the staff notified of a new hire?
 1. Meghann: All bureau email prior to or on the start date introducing the new employee is to be sent by the hiring supervisor
 2. Meghann: Introductions occur on the new employee’s first day
 - iii. Labor stated that, once notified of a new represented hire, it was the responsibility of the Union Steward to schedule the 30 minute meeting. Management concurred.
 - b. Regulatory phone line: Labor inquired about call routing for incoming Regulatory (Private For Hire) calls. Tax Division reps are answering this line and transferring the calls to Regulatory reps. Are Regulatory reps “AUX’d in” and accepting these calls? Management agreed to meet with a Labor representative and Barbra to discuss the routing of these calls.
 - c. Payment by phone capability for all Revenue business tax collectors. Only 3 or 4 employees currently take payments by phone for business tax accounts. Labor

suggested all tax division collectors to be allowed card/check acceptance. Thomas/Scott K. will review and report at a later meeting

3. Reorganization – Bureau of Revenue and Financial Services (BRFS)
 - a. CFO interviews are occurring
 - i. Announcement of selected candidate should occur in November
 - ii. Start date of selected candidate is unknown
 - b. Regulatory physical movement is unknown
4. Updates
 - a. Budget Process
 - i. FY 2015-16 stabilization budget, see e-mail from Thomas to LMC on 10/29/2014

FW FY2015-16
Budget Guidance &
 - ii. Reconvene LMBAC
 1. Agreed that LMC members will be joining
 2. New members are encouraged, they do not have to be a represented employee.
 - b. 2014 Employee Satisfaction Survey
 - i. Opened 10/20

2014 Employee
Satisfaction Survey.r
 - ii. Thomas to send a reminder email encouraging more participation
 - c. Transportation User Fee
 - i. Council will hear from the public twice in November
 - ii. City Council vote for fee is projected to occur in late November or early December
5. AFSCME Monthly Meeting
 - a. The Labor Caucus proposed periodic city-paid meeting times for AFSCME Local 189 members to discuss union issues. Management did not support city-paid union meetings. Management did not object to the union scheduling lunch-hour (personal time) meetings. Both Management and Labor agreed that represented staff are able to attend monthly LMC meetings as observers.
6. Training / professional development / advancement opportunities
 - a. Tax Division Training and Development Analyst position has been filled by Sarah Meadows on 10/20/2014.
 - b. The Labor Caucus proposed that further discussions pertaining to a bureau Training Committee are no longer a matter for the LMC and that such discussions, were they to continue, are more appropriately addressed by the new Training and Development Analyst. Management concurred.
7. Did we fully address issues and was our time well spent?
 - a. Yes.