

Meeting Notes

REVENUE DIVISION LABOR-MANAGEMENT COMMITTEE March 24, 2015

Attendance:	Adrienne Brown-Dunn, Rachel Cleveland, Karla Frahler, Thomas Lannom, Karen Obana, Julie Shervey, Terri Williams
Facilitator:	None
Note Taker:	Meghann Fertal
Handouts Distributed:	LMC Meeting Notes 02-24-15 version 1

1. Review of Meeting Notes
 - a. February 24, 2015
 - i. Remove A, G and H on Agenda
 - ii. Approved with changes listed above
2. Employee Satisfaction Survey (E)
 - a. Major goal – enhancing communication
 - i. Having a “presence” on the floor
 - b. Wording of questions and the goals of the questions on the current survey
 - i. Changes and additions
 - a) Teamwork add: “I feel respected by my peers”
 - b) Supervision add: “I feel respected by my managers”
 - ii. Keep “baseline” questions but add supplemental questions like the above
 - c. Flex schedules 4/10s
 - i. There are some that are “grandfathered” in but no new ones are being offered due to communication issues and business needs
 - d. Increasing frequency of staff meetings
 - i. All Staff – goal -> quarterly
 - ii. BLT meeting frequency good, Arts/Front Counter needs ability to have staff meetings
 - e. Change of lobby hours to allow meetings so all staff can attend
 - i. Possible traffic count after tax season – look at June and assess
 - ii. Possible ideas
 - a) One day per month
 - b) One day per week
 - c) Reduced daily schedule
 - (a) Time of reduced schedule
 - f. Sub-committee to reconvene prior to the return to discussion in July after data collection
3. New Employee Orientation / Onboarding (F)
 - a. BHR has put out a new employee onboarding program
 - b. BFRS powerpoint will show high level division
 - c. Onboarding peer
 - i. Management is reaching out to LMC staff for volunteers to be onboarding peers

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- d. Pull up website – and walk people through it at the May LMC meeting
 - i. Show onboarding guidelines and expectations from both management and labor
 - ii. How do we chose? And who do we chose? And who choses?
- 4. Reorganization – Bureau of Revenue and Financial Services (F)
 - a. Item to come off of agenda
- 5. Updates
 - a. Budget process (F)
 - i. Recommendations
 - a) Fund IRS Liaison (Jen’s) position
 - b) Fund Auditor for Utility Franchise – 2 year position, to be looked at after 1 year
 - ii. Mayoral decisions to be made in May
- 6. Time Limit for Open Promotional List (D)
 - a. Recruitment – Job opening
 - b. Eligible List – minimum life of 6 months?
 - c. Management will be more cognizant of timeframe
 - d. All RTS lists have been closed
- 7. Arts Tax (E)
 - a. No time available
- 8. Tax Season Planning (F)
 - a. No time available
- 9. Did we fully address issues and was our time well spent?
 - a. Yes, as much as time allows