

MEETING NOTES

Revenue Division Labor-Management Committee July 27, 2016

Attendance:	Adrienne Brown-Dunn, Rachel Cleveland, Josh Gregor, Scott Karter, Thomas Lannom, Terri Williams
Facilitator:	Alanna Hein
Note Taker:	Scott Karter
Handouts Distributed:	Meeting Notes 06/28/2016

1. Welcome, Introductions - all
2. Review meeting notes from June 26, 2016
 - a. Approved – It was noted that Scott will be on the Employee Satisfaction Survey subcommittee (representing management along with Thomas)
3. Call Monitoring
 - a. Due to low attendance at today's meeting, this item will not be discussed until our next meeting.
4. Set All-Staff Meeting Agenda
 - a. We reviewed a proposed agenda from the most recent manager/supervisor meeting
 - b. We discussed the goals of the all-staff meetings
 - i. Information sharing
 - ii. Training
 - iii. Communication
 - c. We agreed on an agenda for the 7/27 meeting as follows:
 - i. Staff Movement
 - ii. Recruitments Out (Terri will discuss the process, including lists and interviews)
 - iii. Staff Appreciation (including ice cream social on 7/28)
 - iv. Tax Division Reorganization
 - v. LMC Update (Adrienne will discuss 8/20 picnic, survey subcommittee, call monitoring and addition of Alanna and Tyler)
 - vi. Equity Update (Scott will contact chairs and ask them to present – including the meeting in response to the recent shootings around the country)
 - vii. Green Team Update (Josh)
 - d. We also discussed ideas for other upcoming meetings
 - i. Active Shooter
 - ii. Biketown (Thomas will contact PBOT)
 - iii. EAP (Scott will work with Meghann to schedule this)

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5. Tax Division Reorg

- a. Terri explained the reorganization. She has already discussed it with the Tax Division and she will discuss it at the all-staff meeting.
 - i. Adrienne and Sarah Meadows have been assisting with materials (FAQs and “interest” forms, and org charts) and ideas
 - ii. There will be a special enforcement team that will work with the FTI, etc.

6. Wrap-up

+ = good things that worked

Δ = change or improvements

<u>+</u>	<u>Δ</u>
Level of sharing	Better attendance
Positive comments	Scheduling – change for next year?
Smaller meeting – puts us on the same page	
Good use of time	
Productive meeting	

7. Parking Lot (Employee Satisfaction Survey)

- a. The subcommittee meeting has been scheduled