In Attendance

Vice-Chairman Ken Smith called the meeting to order at 3:02 p.m. in the Council Assembly Room. A quorum was present, including Council members Carol Berz, Anthony Byrd, Russell Gilbert, Chip Henderson, Darrin Ledford and Erskine Oglesby. Also present were Phil Noblett, Assistant City Attorney, and Keren Campbell, Council Support Specialist. Council Chairman Jerry Mitchell and Councilwoman Demetrus Coonrod were not present this meeting.

Others in Attendance

Transportation: Blythe Bailey (Administrator); Human Resources: Tyna Hector (Deputy Director), Julie Brown (Employee Relations Coordinator), Terri Hernandez (Training and Development Coordinator), Michael Anthony (Safety Manager) and Madeline Green (Director of Risk Management).

Approval of Minutes

On motion of Councilman Henderson and seconded by Councilman Gilbert, the minutes of the last meeting (March 20, 2018) were approved as published.

Retirement Recognition of Jack Bennett

Mr. Bailey recognized Jack Bennett, Traffic Operations Manager, who would be retiring from the City after 44 years of service. Ron Littlefield (former Mayor) as well as Ben Cox, who worked under Mr. Bennett, gave words of praise and spoke about Mr. Bennett’s work ethic and dedication. Councilman Ledford and Vice Chairman Smith also expressed appreciation to Mr. Bennett.

Department Report - Human Recourse

The Department of Human Resources presented a report via a PowerPoint (see attached) that covered the following topics:

- Employment Support Services
- Training & Development
- Safety Training
- Open Enrollment

The floor was opened for Council questions. Discussion ensued in which the following topics were addressed:

- CPR & First Aid Training and locations (Councilwoman Berz)
- AED Training and locations (Councilwoman Berz)
- Process for Environmental Disasters (Councilman Ledford)
- Evacuation Protocol (Councilman Oglesby)
- Reporting measures for Safety Liaisons (Vice Chairman Smith)
- Responsible party for AED purchases (Vice Chairman Smith)
- Eyewash stations and kits (Councilman Gilbert)
• Process for investigating injuries (Councilman Gilbert)
• Difference between Short Term and Long Term disability (Councilman Gilbert)
• Time limit and process for receiving Short/Long term disability (Councilwoman Berz)
• Eligibility for Short/Long term disability (Councilman Gilbert)
• Work assignment while on Short/Long Term Disability (Councilman Gilbert)
• Employee Benefits Guide Update and Review (Vice Chairman Smith)

Ordinances – Final Reading – Agenda Item 5A

This item had been discussed at previous open meetings. Upon no questions or comments, the issue was closed.

Ordinances – First Reading – Agenda Items 6A

Councilman Henderson stated that there would be a request to withdraw this ordinance at tonight’s Council meeting. Upon no questions or comments, the issue was closed.

Ordinances – First Reading – Agenda Items 6B, 6C, 6D & 6E

These items had been discussed at previous open meetings. Upon no questions or comments, the issues were closed.

Resolutions - Agenda Item 7A through 7S (19 agenda items)

These 19 agenda items had been discussed at previous open meetings. Upon no questions or comments, all issues were closed.

Adjournment

There being no further business, Vice-Chairman Smith adjourned the meeting at 4:12 p.m.

Attachment:
Human Resources Presentation
Human Resources Department
Report
Interim Director, Vickie Haley
Deputy Director, Tyna Hector

March, 2018

HR Division Reports

★ Employee Support Services - Julie Brown: Time to Fill
★ Training & Development - Terri Hernandez: City-wide Training Needs Assessment, LMS
★ Safety, Compliance & Risk, - Mike Anthony: Safety Training Initiative
★ Employee Benefits - Madeline Green: Benefits Open Enrollment, Employee Self Service
Employee Support Services
Julie Brown - Employment Services Manager

Time to Fill: Why Important?
❖ Shorten length of time position vacant
❖ Reduce overtime due to vacancy
❖ Reduce stress of work team
❖ Avoid interruption of service delivery

Employee Support Services

2017 Average Days: 143 calendar days
2018 Average Days: 82 calendar days
2019 Target Days: 45 calendar days
Employee Support Services

Recruitment Team meets weekly to process map phases of the recruitment and selection process.

Implemented changes:

❖ Eliminated step in online requisition approval path.
❖ No longer start new hires on first day of pay cycle; start upon receipt of physical and background clearance.
❖ Piloting Hiring Manager Recruitment Checklist.

Training and Development

Terri Hernandez - Training & Development Coordinator

The Learning Management System (LMS)

- Employee Onboarding Process Kickstart Access to HR Policy Training
- Training: Online (21) / HR In-seat (28)
  Soft Skills / HR Policies (17)
  City-wide (7) / PEAK Academy (1)
  HR Employee Development (17) / Google Suite (6)

- Employee Development Training

Training and Development has scheduled meetings with all Departments to conduct a Training Needs Assessment
Safety, Compliance, & Risk Management
Mike Anthony - Director of Safety, Compliance & Risk Management

- Safety Training
  - Defensive Driving
  - GHS
  - Personal Protective Equipment
  - Fall Protection
  - Hearing Conservation
  - Confined Space Entry
  - Lifting Techniques
  - Office Ergonomics
  - OSHA Recordkeeping
  - Severe Weather
  - Heat Stress
  - Machine Guarding

- Audits/Inspections
  - TN OSHA 3/16/18
  - Internal Audits/Inspections

- Investigations
  - IOD (injuries on duty) Claims
  - HR Complaints

- Risk Management Plan
  - Evacuation & Shelter in Place
  - Contingency Operations

Employee Benefits
Madeline Green - Director of Employee Benefits

Open Enrollment set for mid May 2018
Focus on Multimedia communications for enrollment
- Chattanooga FYI
- Benefit Guide
- Onsite Department Meetings
- Online and mobile accessible presentation
- Departmental contacts for benefit information
- Enrollment guide updates for ESS