

Minutes of the HR Group Meeting #1

At the Oklahoma Municipal Assurance Group Office

11:00 am on Wednesday, June 28, 2017

Attending were:

Cindi Shivers, Yukon HR cshivers@yukonok.gov

Tammy Johnson, Shawnee HR TJohnson@shawneeok.org

Tamara Vickrey, El Reno HR tvickrey@cityofelreno.com

Laura Anderson, Mustang HR landerson@cityofmustang.org

Mickie Parks, Woodward HR (on speaker phone) mparks@cityofwoodward.com

Shirley Grose, Anadarko HR (was not able to attend this first meeting)
sgrose@cityofanadarko.org

Jim Ahlgren, Guthrie HR (was not able to attend this meeting)
jahlgren@cityofguthrie.com

OMAG Staff: Suzie Paulson spaulson@omag.org

Matt Love mlove@omag.org

Pam Spinks pspinks@omag.org

Items Discussed:

- 1) City Attorney Status – Employee or not?
The Mustang city attorney has been ruled an “Employee” by IRS, even though he maintains his separate law office.
- 2) Suzie and Matt shared the “new coverage” under the Municipal Liability Protection Plan (MLPP) that provides defense costs up to \$25,000 for an FMLA claim against the city. The city may use our attorney or their own city attorney. OMAG does not pay any damages if awarded. The damages in these cases will be wages and wages are excluded under the MLPP.
- 3) We discussed how often to meet. The group decided to start by meeting every other month. We further agreed to meet in August and October to skip September because of the OML Conference. Will look into a meet and greet for HR professionals at the OML Conference.

- 4) Future meetings will include working access to “Go To Meetings”, so that not everyone has to drive to the location of the meeting. The process didn’t work for today’s meeting.
- 5) Suzie explained that in the past year, OMAG has adopted policies on Community Service, Incentives and Wellness. She also said that she put together a list of “employee activities” for the calendar year so staff would know those dates. She promised to send this list to everyone so they could see the different activities planned.
- 6) Suzie offered to work with other OMAG staff to begin to collect and develop a complete list of city staffers who wear the HR hat. That way we can reach others besides the staff in an HR Director position at our members.
- 7) Laura Anderson announced that Mustang is doing away with its 45 question performance evaluation form. Instead, effective July 1, 2017, they will be using a simpler form where both the supervisor and employee can make comments and show goals for the future. (When those forms are approved, perhaps Laura will share them with the group.
- 8) There was general discussion about how this group might develop over time. Suzie offered to work with OMAG IT to create a SharePoint portal where we could store various HR policies and documents. We might also include Frequently Asked Questions and maybe an ongoing Blog discussion.
- 9) Pam passed out the OMAG Course List from LocalGovU. She reviewed the categories of courses and asked if the cities are using this service. All said they used it and would like to do more with it. Tammy Johnson has some concerns about getting reports of “courses not completed” after the end of a quarter. Pam promised to work with her on her issues.
- 10) For now, this group will be conversing by email and everyone will be adding city HR staff to the group.
- 11) We didn’t discuss in the meeting, but Suzie, Matt and Pam wondered what we should call this new group. Perhaps we put this on the agenda for next time.