



**MINUTES**  
**KEIZER PERSONNEL POLICY COMMITTEE**  
**Monday, April 22, 2024**  
**Keizer City Council Chambers**

1. **Call to Order**                      Mayor Clark called the meeting to order at 6:01 p.m.  
  

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| <b>Committee Member:</b><br>Cathy Clark, Mayor<br>Shaney Starr, Council President<br>Laura Reid, Councilor | <b>Staff:</b><br>Machell DePina, Human Resources Director<br>Joseph Lindsay, City Attorney<br>Melissa Bisset, City Recorder |
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2. **Approval of Minutes**                      Council President Starr moved for approval of the January 2024 Minutes. Councilor Reid seconded. Motion unanimously passed as follows: Clark, Starr and Reid in favor.
  
- a. **Review & Approval of January 2024 Minutes**
  
3. **Discussion**
  
- a. **Proposed Municipal Court Judge Observation Form**                      City Attorney Joseph Lindsay summarized the staff report. Mayor Clark was interested in having the Municipal Court Judge observation form be more of a narrative rather than numerical scoring. Councilor Reid suggested contacting Judge Myers to see what he would like to see on the observation form and adding a notation of not writing about specific cases. Council President Starr liked the numerical scoring and suggested including a description of the terms in the areas of evaluation, as well as including descriptive information about what the scoring means.
  
4. **Other Business/ Staff Liaison Report**
  
- a. **2024 1st Quarter Staff Liaison Report**                      Human Resource Director Machell DePina summarized the staff report.  
  
**Human Resources (HR) Director Recruitment**

Ms. DePina shared the plan for the HR Director recruitment, which included working with the HR Generalist Kristen Meyers and Megan Phelan, Assistant City Manager/Human Resources Director for the City of Lake Oswego to provide professional advice and support to the City Manager and the Executive Leadership Team throughout the recruitment process. The plan was to post the recruitment announcement on or before May 1, 2024.

Discussion ensued regarding the recruitment timeline. There would be no fee for Ms. Phelan's time.

### **Personnel Policy Manual**

Ms. DePina explained that the Personnel Policy Manual finalization of the draft has been on hold for the last few months and intended for the work to begin again soon.

### **Work After Retirement Policy**

Ms. DePina stated that the Work After Retirement Policy was approved by the City Council. She noted that the City must still work with the Keizer Police Association (KPA) and the Laborer's International Union of North America, Local 737 (LIUNA) to agree on Memorandums of Understandings (MOU's) in order to implement the policy with the members of both unions.

Ms. DePina reviewed the number of employees that are and will be eligible in the newly approved five-year period.

### **City Manager and City Attorney Performance Evaluations**

Ms. DePina shared that she would be sending out the SurveyMonkey evaluation tool. An Executive Session for the City Manager's Performance Evaluation was set to occur on Monday, May 20, 2024, at 6:00 p.m. The City Attorney's Performance Evaluation was due to be completed on or before July 22, 2024.

### **Salary Survey and Internal Pay Equity Review**

Ms. DePina explained the process for making the changes, which included processing three or more Personnel Action Forms (PAFs) for most employees.

It was noted that there was one employee who submitted a challenge to the Internal Pay Equity Review, and research was in progress regarding their concerns and the City's response.

## **LABOR RELATIONS**

### **Keizer Police Association (KPA)**

Ms. DePina shared that the Keizer Police Association's (KPA) long-time attorney retired in March, and she had heard that KPA would be represented by Mark Makler, a partner at Public Safety Labor Group. There was interest in a shift back to City assigned cell phones rather than a stipend due to liability concerns.

### **Laborer's International Union of North America (LIUNA), Local 737**

Ms. DePina stated that the LIUNA Collective Bargaining Agreement (CBA) expires on June 30, 2024. Bargaining began on March 5, 2024. It was anticipated that there would be a City Council Executive Session on May 6, 2024, to discuss Labor Negotiations.

### **Federal Family and Medical Leave Act (FMLA)/State of Oregon Family Leave Act (OFLA) and Oregon Paid Family Medical Leave Act (OPFMLA)**

Ms. DePina explained that the HR Generalist had been spending a great amount of time on OPFMLA. She had been able to realize some efficiencies by creating templates.

Discussion ensued regarding the vendor for OPFMLA and the amount of time it was taking to process the applications.

There was discussion about the reasons why there was an increase in the workload to administer OPFMLA. Ms DePina explained that there was an increase in the number of applications and that there are additional options, combinations, and qualifications of the applications under the various leave acts so there's a tremendous educational component with the employees to explain the three acts.

### **Human Resources Information Systems (HRIS)**

Ms. DePina expressed excitement about City Council recently approving an agreement with PeopleGuru for the City's HRIS/Payroll software vendor. Implementation was anticipated to last through October 1, 2024. There was discussion regarding the additional workload to implement the new software.

## **RISK MANAGEMENT**

### **Safety Committee Meetings**

Ms. DePina would be providing information on Safety Committee Meetings in one of the Friday updates. All of the quarterly updates took place, except for Public Works because they didn't get there's done on time, but it would be included in the update.

### **Worker's Compensation**

Ms. DePina reviewed the current open claims and noted that there were five new Incident Reports to date in the quarter, four with no time loss.

Discussion ensued regarding a previously reported closed 2021 claim that the hearing was rescheduled to June 26, 2024.

### **Huggins Insurance**

At the last quarter's meeting, there was a question regarding Huggins Insurance, and Ms. DePina has shared that research was in progress. Ms.

DePina would share the answer with the Committee as soon as she receives it.

**5. Adjourn**

Meeting adjourned: 7:02 p.m.

Minutes approved: 07/22/2024

*“Agenda Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury.”*