

OTTUMWA CITY COUNCIL MINUTES

SPECIAL MEETING NO. 12
Council Chambers, City Hall

March 29, 2022
5:30 O'Clock P.M.

The meeting was called to order at 5:30 P.M.

Present were Council Member Roe, Galloway, McAntire, Hull, Pope and Mayor Johnson.

Galloway moved, seconded by Hull to approve the agenda as presented. All ayes.

Mayor Johnson asked if Council would entertain allowing a citizen to address an item not on the agenda before moving into work session. All agreed. Mr. William O'Hara informed Council of two separate incidents involving a dog in his neighborhood; of which resulted in a child going to the ER to get stitches. This was turned into the PD; informed that the animal control officer would address this upon his return from vacation while the owners had to quarantine the dog for 10 days.

HR Dir. Codjoe and City Admin. Rath presented on Human Resources Dept. HR's focus is people: acquiring, developing and retaining; with the day-to-day management of people. Employment records/Personnel files in relation to IA Code Section 22.7(11) defining what must remain confidential and what can be accessed through FOIA.

UKG – when this is fully functioning with all modules, we hope to be able to eliminate most of the paper processes in HR; all be housed within UKG.

Civil Service Commission – the purpose of the Civil Service Commission is to provide an efficient and equitable public service, which protects the interests of the citizens of Ottumwa, the City of Ottumwa, and its employees. Cities having a population over eight thousand and having a paid fire dept. or paid police dept. must have Civil Service. Both the HR Dept. and City Clerk are tasked with working through the process together; which is lengthy and time consuming. We are reviewing all job descriptions and updating during this process too. In Jan. 2022, we had ave. 3.3 applications submitted per position; this makes it difficult to end up with a viable list of candidates for any position.

The City currently operates under five Collective Bargaining Agts: Ottumwa Police Union Teamster's Local #238, Ottumwa Assoc. of Professional Firefighters Local 395, Over-the-Road, City Transfer Driver's Teamster's Local #238 (Public Works, Parks, Airport & Cemetery), Municipal Employees Union Teamster's Local #238 and Ottumwa Library Brd. of Trustees. We are getting close to starting negotiations for Police with their contract good through 6/30/2023. We will go through the negotiation process for each collective bargaining unit as they come due. We are only required to have Police and Fire Unions.

Current priorities of HR: (1) UKG (Ultimate Kronos Group) Human Resources Information System. Software we began implementing Sept. 2020; went to live punching Oct. 24, 2021 for all city staff; cont. implementation of different modules in addition to the HR Module. TLM (Time, Labor, Mgmt.); LOA (leave of absence); ACA (Affordable Care Act); Job Requisition and Application Process; Performance Mgmt. and Succession Planning. Trying to work through all issues within each module before moving to the next; the system is very robust so it will take some time to get through everything we want to implement. (2) Hiring – current auth. headcount 176 full-time, 16 part-time and 19 seasonal; we are looking at 12.5% of current employees retiring in the next 2 yrs. and 24.4% retiring in 5 yrs. Currently, we have 21 open positions, of which 12 are seasonal; we work with Supreme Staffing for all seasonal employees. (3) Policy Review which includes Hiring Policy, Civil Service Commission Policy, Company Fleet Usage and Driver Safety Policy, Performance Review Policy, Working Hours Policy and

Balance of Employee Handbook.

Future priorities of HR: (1) Wage & Benefit Survey, Employment Development/Trainings, Succession Planning, Performance Mgmt., Contract Negotiations, Program Development with Local Schools. Only one proposal received for wage/benefits comprehensive study and they need approx. 8 months for completion.

How Council can support HR: following chain of command for all employees, referring to direct reports and keeping lines of communication open. Give our employees a chance to rectify an issue first before investigating a problem on your own; work with us; tell us what we can do better.

There being no further business, Roe moved, seconded by Galloway that the meeting adjourn. All ayes.

Adjournment was at 6:50 P.M.



ATTEST:

Christina Reinhard
Christina Reinhard, CMC, City Clerk

CITY OF OTTUMWA, IOWA

Richard W. Johnson
Richard W. Johnson, Mayor

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