

**Minutes Meeting
Citizens' Compensation Advisory Committee
October 22, 2014**

Members Present: Connie Spyropoulos-Linardakis, Chair (telephone)
Paul Jones, Vice Chair (telephone)
Kerma Jones
Cori Petersen
Dale Cox

Members Excused: John Mathews

Staff Present: David Salazar, City Compensation Administrator
Jodi Langford, City Benefits Administrator
Nancy Torres, Committee Support/Coordinator

Guests: Frances Hume; Michael Millard (SLC Police Association – Local 75); Steve Hoffman (President, SLC Association of Firefighters – Local 1645); Val Thometz, SLC (Vice-president elect Association of Firefighters – Local 1645) Paige Christensen (SLC-HR); Keith Klemas (SLC-HR); Jonathan Pappasideris (SLC Attorney's Office).

A recording of these proceedings is on file and available by request from the SLC- HR Department.

Meeting Open & Welcome: The meeting was opened by Committee Chair Connie Linardakis, who participated via telephone conference; also, present by telephone conference was Paul Jones. Along with members present in the room, a quorum of members required to conduct official business was established.

Adoption of March 27, 2014 Meeting Minutes: Members were presented with a draft copy of the minutes from the meeting held on 3/27/2014. Committee Chair Connie Linardakis invited members to review the minutes and entertained a motion to approve. A motion to approve the minutes was made by Kerma Jones and seconded by Paul Jones & Dale Cox; approval was unanimous.

Utah Open Meetings Act annual training presentation: Jonathan Pappasideris was introduced and presented members with training as required by state statute. Highlights of the Act presented include the following—

Definition of what constitutes a public meeting; requirements for establishing a quorum (including a majority, or four members, present to conduct official business; conducting an electronic meeting; explanation of emergency meeting requirements; public notice of a meeting must be given no less than 24 hours before the meeting is held and must be posted at the principal meeting location and on the state's public meetings website.

Meeting agendas must indicate the date, time, location and reasonable specificity of the topics to be discussed; final action can only be taken on items included on the agenda and included in the advance notice. At the Chair's discretion, topics not included on the meeting agenda may be discussed, but no final action may be taken until advance notice is provided and a public meeting is held.

Although noted as unlikely to affect this Committee, requirements for conducting business during a closed session were presented, including records requirements.

Both written minutes and a recording (either audio or video) must be kept of every open meeting. The recording and minutes must include the following: 1) date, time and place of meeting; 2) names of each member present, as well as those absent from the meeting; 3) the substance of all matters proposed, discussed, or decided by the Committee, including a written summary of comments made by Committee members; 4) a record of each vote taken; 5) name of individuals who is not a member of the Committee and who is recognized and provides testimony to the Committee (including the substance, in brief, of what was stated); and, 6) any other information

that any Committee member requests to be entered in the record of the meeting. The recording must be a complete, unedited version of all open portions of a public meeting and be properly labeled.

Requirements for presentation of electronic and/or hard copy information by a member of the public to the Committee for inclusion in the meeting record were outlined.

Jonathan established that the approved written minutes constitute the official record of any public meeting, not the audio or video recording. Pending (or draft) minutes must be made available to the public within a *reasonable time* after holding an open meeting. A copy of approved meeting minutes, along with any public materials distributed at the meeting, must be made available to the public at the Committee's primary office and posted on the Utah Public Notice website within three business days from the date they are approved. Within three business days, an audio recording of the open meeting must be made available to public for listening. Based upon municipal records retention schedule, written minutes must be retained permanently while audio recordings must be preserved for at least one year.

In order for an electronic meeting to be held, a majority of the members required to establish a quorum must be physically present at the primary meeting location.

Consequences associated with violation of the Act, including failure to provide adequate public notice of open meetings, were also presented.

Connie Linardakis inquired about any significant changes to the Act since the Committee last received training. Jonathan indicated the only two changes included a change in the definition of "convening a meeting" and addition of language requiring that any electronic information provided to Committee members by the public also be presented in hard copy during an open meeting.

Discussion, consideration & vote on new Committee appointee (Frances Hume): Connie Linardakis welcomed and introduced Frances Hume, who was nominated to fill the Committee-appointed vacancy left following John Campbell's expired term. Connie recognized and expressed appreciation to John Campbell for his service. Frances was invited to provide members with a brief introduction and overview of her human resource background, training and professional experience in compensation and benefits. Members were provided with a copy of Frances' resume.

Committee members commented and took time to ask Frances specific questions about her experience.

A motion to approve Frances' appointment as a Committee member was made by Paul Jones and seconded by Kerma Jones. The vote was unanimous and affirmative.

FY15 Compensation Review & Update: David Salazar provided members with a follow-up report on actions taken by City leaders in response to recommendation included in the Committee's 2014 Annual Report. David reported that funding was appropriated for employees in benchmark jobs shown to significantly lag market average pay, which is by ten percent or more. Additionally, City leaders approved an overall wage and salary budget increase for employees equal to three percent. Actual pay increases were granted as follows- 1) a three percent general increase for all non-union represented employees; 2) a 4.25% pay increase for AFSCME-represented employees at the top rate only; 3) a 4.76% pay increase for Police union-represented employees at the top rate only; and, 4) a 4.0% pay increase for Fire union-represented employees at the top rate only. David indicated that all non-topped out union represented employees were eligible to receive according to time in position, as set forth in each respective collective bargaining agreement.

Paul Jones asked for clarification regarding the pay increases implemented for union-covered employees.

David shared results of WorldatWork's 2014-15 salary budget forecast, which indicates an average three percent increase (as reported for all employee groups, geographic locations and industries).

FY15 Benefits Review & Update: Jodi Langford reported an increase of 12-15% additional members enrolled in the City's high deductible health plan (HDHP) during the last benefits open enrollment period. Due to a more than

38% premium increase to the traditional health plan, nearly 99% of the City's 180 covered retirees elected to enroll in the City's HDHP following the City's significant efforts to educate and communicate about health savings accounts.

The City's Summit Star (HDHP) is running a medical loss ratio at approximately at 80%.

Efforts are underway to initiate a Request for Proposal (RFP) to ensure continuation of the best discounts for administration of employee health network and Section 457 deferred compensation benefits program.

Launch of two new employee wellness programs, including a 10,000 Steps per day challenge (for all employees) and Biggest Loser challenge (limited to employees with a body mass index (BMI) of 35 or higher). Cori Petersen inquired about executive support for these (and general wellness programs). Frances Hume asked about incentives, including premium reductions, offered to employees participating in these programs.

Jodi announced a partnership with the City's health clinic staff and formation of employee focus groups to help individuals overcome health issues associated with diabetes, high blood pressure and obesity.

Next Meeting Date: The Committee's next meeting was tentatively scheduled to occur on Wednesday, January 7, 2015. Meeting time is 4:00 – 6:00 PM.

The meeting was adjourned at approximately 5:05 PM.

Minutes were approved unanimously by all members present on 1/7/2015.