

X-Change

Minutes

2/17/03

In attendance were:

Jim Welch, Anne Fischer, Rosemary Czarski, Eddie Terry, Donna Morris, Ric Rea, Karyn Miller, Traci Jinkens, Dana Morrow, Deborah Willis, Ernestine Clark, Jack Kinzie, Debbie Robertus, Kay Bauman, Denyveta Davis, Debra Spindle, Mary Patton, Heidi Johnson, Anne Hsieh, Todd Olberding, Don Updegrove, Randy Wayland, Judy Walden, Janet Brooks, Katrina Prince, Lisa Weissenbuehler, Barbara Beasley, Phil Tolbert, Laurie Mack-Clark, Karen Marriott

Welcome and Announcements - Kay Bauman

Welcomed supervisors to the third meeting of X-Change. Discussed agenda for the afternoon.

Executive Director - Donna Morris

Encouraged all supervisors to re-read the Emergency Operating Plan and discuss at your staff meetings. To find out more information on security, Donna gave attendees a handout and directed them to visit the website: <http://www.youroklahoma.com/homelandsecurity>. Anne Fischer and the Safety Committee will look at supplies and make recommendations. Next Safety Committee meeting will be March 11th.

Human Resources P & P, Sick Leave – Ric Rea

Ric gave each attendee a handout showing policy changes (changes needing Commission approval) and procedure changes (administrative changes not needing Commission approval). The policy changes will be considered by the Commission at the next Commission meeting scheduled for February 20th.

Ric gave each attendee a handout regarding sick leave. Effective July 1, 2003, sick leave will be eliminated as a standard in the performance appraisal system. Employees will need to sign a copy of this form if their evaluations have already taken place this fiscal year. The five points previously assigned to the sick leave standard will be consolidated into the remaining good employee standard, thereby keeping the total value of the good employee standard the same (15 points). The use of, or the lack of, the use of sick leave is not to be considered as a part of the appraisal system.

- For evaluations with effective dates prior to July 1, the standard remains in place for this last evaluation. For these employees, the standards for their evaluation a year from that date should be written without the sick leave standards as a part of it.
- For evaluations after July 1, for which the standards have already been written to include sick leave, a standards modification needs to be signed by the employee and the supervisor.

Ric discussed FaMLA and HIPAA. Supervisors will need to know what events qualify for FaMLA and the legalities. Ric mentioned the Human Resources FaMLA workshop being held this Thursday. This workshop will be on a rotation schedule; the next opportunity for supervisors wanting to take this workshop will be within six months.

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Workers Compensation – Karyn Miller

Karyn gave each attendee handouts regarding workers' compensation and emergency facilities. She directed supervisors' attention to the fact that the workers' compensation providers can now be found on the Human Resources web page, on the Intranet.

Karyn will be doing a walk-through at the Downtown Library to find light duties for employees coming back to work from workers' compensation injuries.

She reminded supervisors that Form # 547, Report of Injury Form, needs to be sent to Human Resources when workplace injury occurs. Karyn needs the information on that report to call in to CompSource so they can okay treatment visits if more than the initial evaluation visit is required. Furthermore, Karyn has only 10 days to get a signed copy into the courts, so a timely processing of this form would be appreciated.

The On-the-Job Injury Contingency Plan can be found on the Intranet, on the Human Resources page under Safety and Security.

Karyn recommended that each employee do a walk-through of your location and look at work areas.

Furthermore, Karyn reminded supervisors that when an employee files workers' compensation claim, that individual must complete one-hour of safety training for the quarter following the claim.

Budget – Anne Hsieh

Friday, February 28th is the deadline for entering budget requests. Anne stated that she will continue to do some general reviewing so the budget will not be locked up immediately on the 28th, however if changes need to be made call her and let her make the changes.

There are some accounts that Anne will not input amounts for. These accounts are: 303, 226, and 331. Management will be responsible for inputting amounts for the aforementioned three accounts.

Donna has approved an increase in the 331 account for employee recognition. The amount will increase from \$5 to \$7 for each employee. Anne H. will input this after she receives the employee counts from Ric.

Anne briefly discussed carryover money. Carryover monies should only be used for a specific item or project that for some reason (e.g. delay on the new Downtown building) you cannot purchase or implement this current year and want to carry it over to the next year. Carryover items will not be done automatically, you have to re-enter them into next year's budget, mark your entries as "carryover" so she will know.

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Data – Jim Welch

Jim presented a slide show of geographic information for Oklahoma County. Slides included library customers, cards issued vs. population, number of cards issued, cost per customer, and many more.

Meeting adjourned at 4:25 p.m.

Next X-Change meeting will be on:

May 19, 2003

2:00-4:30 pm

Belle Isle Library

Meeting Rooms A & B