

September 26, 2007

## **AVC Board Meeting**

**Facilitator:** Al Stoverink

**Attendees:** Dierdra Dotter, Mark Clark, Gerald Adkisson, Larry Darr, Clay Hurns, Mark Wade, Randy West, Bobby Colburn, Esther Boyd, Martha Phillips, Ozie Brown, Anthony Passalacqua

**Note Taker:** Terri Reithemeyer

**Time:** 12:00pm

**Location:** FM Main Conference Room

Al opened the meeting with a greeting that allowed attendees to introduce themselves. Each attendee introduced themselves and the department they work in.

Al would like for Terri to distribute new Organizational Charts when they are updated.

**Old Business:** The following is from the August meeting agenda as a recap:

### 1. Fall Festival

- Dee Dotter updated this information: The festival is in November on the 17<sup>th</sup>. It will be held at Craighead Forest at Rotary Park #5 pavilion. Helen and she went to Sam's to get cost estimates and comparison. The contingency plan if weather is bad is to hold the festival at the plant in the break room.
- Dee Dotter- Dunk tank- this is to be held prior to the festival. It cost \$50 per day to rent. The idea day is October 31<sup>st</sup> and make available to the employees during the hours of 11am through 1 or 2 pm. Or a second idea was to have after the next Forum in November. Dee is to talk with the committee and decide a date.

### 2. Radio communication status

- AL- The antenna does not have to be moved. We are checking on this weekly and waiting for approval. There maybe technology in the future to help us on this issue.

### 3. Parking Services ticketing at FM

- Al- Talked to David McKinney about an appeal and the issue with the tickets. We will go in to the subject further later about how, when, and where.
- Dee Dotter- Brought to her attention if park in Baseball lot one does not have to have hangtag. Why?
- Al- Will continue why the level of monitoring and will report back when knows something.
- Mark Clark- Told nothing when picked up hangtag about how to pay. Was told that if did not go to the Administration office that an extra \$20 fee would be added. Employees not communicated with on this topic on how to pay or with hold out of check.

### 4. Consider 7 to 5 shift for Skilled Trades

- Al- Talked to Rusty Stroud and the overtime can not be justified. The schedule may be flexible if there is a strong support. Maybe able to do 7am-5pm on Monday through Thursday, then ½ days on Friday. Let the employees in that department talk about it and bring back to the table.
5. Binders needed for Mark Clark, Mark Wade, Clay Hurn, Dee, and Larry Darr.
    - Binders were handed out. Clay Hurn needs a binder at next meeting.
  6. Meeting Schedule—4<sup>th</sup> Wed at noon—notification reminder on Monday in advance.
    - The meeting schedule works well for all attendees.
  7. Accomplishments of Board
    - Al- Terri is now coordinating the newsletter. Dee has an article in the newsletter on the AVC Board. Terri needs to put the “Issues and Accomplishments” in the newsletter.
    - Scholarship information needs to be added in the newsletter. The last recipients were not known to employees due to non-publishing of the newsletter. Add the process and all information about the scholarships in the newsletter. Terri needs to talk with all about who coordinates this activity.
  8. Open Forum—do a fish fry.
    - Al- Will do the fish fry during the March forum.
  9. Next month agenda—Supervisors coming in on employees’ lunch periods.
    - Al- Communication to the management team to be sensitive about this issue. Need to be conscience that we are not taking advantage of the employees’ lunch break. If so, the employee needs additional time. Will do general reminder to Managers.
    - If any concern of this issue arises, ask them to talk to their supervisor and/or approach Al.

**New Business:**

1. Retirees’ date of retirement added to the board.
  - Randal West- The retirees’ date of retirement needs to be added on the board. Al will talk to the sign shop.
2. ABI asked about their windows being cleaned.
  - Ozzie Brown- the high level windows are hard to reach.
  - The bucket truck can reach only certain heights and one has to park the truck out from the flower beds, it makes it less high. It is a lot of trouble getting the bucket truck around in some areas.
  - Ideas: hang from the top of the building or scaffolding.
  - It takes time to set up scaffolding and by the time a month rolls around, the windows need cleaning again.
  - Al- Talk to Evelyne Weatherford about this issue.
3. Service Centers leaks.
  - Bobby Colburn- Leaks are in the kitchen and the health inspector could shut us down.

- Bobby Colburn- Concrete is breaking away where the steps are and it is a safety hazard.
- Al- This has been addressed and looking into it. The issue is on the “front burner” on the list of projects.

#### 4. Recycling.

- Ozzie Brown- Need to let customers know where and what to recycle.
- Al- Lack of understanding, an article about recycling will be in the newsletter. We need better communication what to recycle and where.
- Proceeds of the recycling- the proceeds go in the general fund. The overall cost to recycle verse savings is minimal. The savings are by not filling up land fills. The offset to the savings is very little, if any come from the metal.
- Randall West- Still has lots of papers with names and social security numbers on them coming in to the dock area. This is easy to be accessed by the public. There needs to be a shredder in the area.
- Al- The concern with putting a shredder and being overwhelmed. If it gets to the point where we are overwhelmed, we may have to have a separate service and charge for the service.

#### 5. 8 hours to employees to take off for children’s functions.

- Esther Boyd- Brought to her attention that employees that do not have children do not get the 8 hours or compensated. The issue is the fairness of equal time off.
- Al- It is a legislative event.

#### 6. Christmas Holiday.

- Mark Clark- What do we do at Christmas this year.
- Al- No forced vacations like in the past.
- Martha Phillips- What about taking vacations? Her supervisor told them that no one can take a full weeks vacation now through the first of the year due to staffing shortage.
- Al- Will talk to mangers to clarify why.
- When can turn in vacation hours? Before last pay period in December.

#### 7. When do the benefits change?

- AL- Benefits Heath fair. New information on health insurance. The premiums co-pay, and prescriptions will go up. The dental insurance will be changing companies. Not know exactly what changing; talk to representative at the benefits is fair.

Al states that he is very appreciated of all the issues addressed.