

**EMPLOYEE ADVISORY COUNCIL MEETING  
AGENDA**

Wednesday, October 21, 2015, 10:00 a.m. to 12:00 noon  
Njord Conference Room, Rampton Complex

**PRESENT:** Carlos Braceras, Executive Director  
Shane Marshall, Deputy Director  
Amber Mortensen, Region Two  
Becky Hjelm, Project Development  
Brandi Trujillo, Administration (Risk Management)  
Brian Dean, Legislative Auditor  
Carlos Rodriguez, HR Field Director  
Chris Ransom, Region One  
Christopher McClelland, Legislative Auditor  
Daniel Allred, Region Four  
Debbie Hood, Region Four  
Donna Beagley, Region Four  
Jake Brown, Region Two  
Jason Davis, Operations Director  
John Orvis, Operations  
Kelly Garner, Administration (Comptroller's Office)  
Kelvin Thacker, Operations  
Lorri Economy, Learning and Development Director  
Mat Allred, Communications  
Matt Harvey, Legislative Auditor  
Michelle Lewis, Program Development  
Mike Cole, Region Three  
Nicole Rees, Administration (Comptroller's Office)  
Ryan Halverson, Region One  
Tawnya Lang, Operations  
Tonia Wall, Region Three  
Zackary King, Legislative Auditor  
Diane Josie, Executive Assistant

Carlos began the meeting by asking everyone to introduce themselves. He mentioned the employees that were rotating off the Council and thanked them for their service.

The following employees are rotating off the Council after this meeting.

- Ryan Halverson, Region One
- Jake Brown, Region Two
- Mike Cole, Region Three
- Donna Beagley, Region Four
- Tawnya Lang, Operations
- Liz Olschewski, Administration (Comptroller's Office)
- Ivan Hartle, Project Development

Carlos introduced Brian Dean from the Legislative Auditor's Office. Brian spoke shortly about his purpose at UDOT. He and the other auditors are auditing several different areas of the Department. They will present the results of the audit to the Legislative Audit Subcommittee next year. Carlos mentioned that the last 30 minutes of the meeting will be reserved for a discussion between the EAC members and the auditors. The leaders will step out of the meeting at that time.

## **1. ACTION ITEMS FOLLOW UP**

### **SALARY INCREASES**

Carlos Rodriguez distributed information regarding the employees who received Market Comparability Adjustments (MCAs) and Hot Spot increases. The Hot Spots were approved by the Department of Human Resource Management and the Governor's Office of Management and Budget. Carlos said he would be happy to answer any questions.

One EAC member mentioned his office is losing employees to other government sectors. He thinks the MCAs and Hot Spot increases helped alleviate the situation. Another EAC member said some contractors are trying to recruit Trans Techs. The contractors offer more money, but often the benefits aren't as good. He shows the Total Compensation Calculator to the employees. Carlos mentioned there is a state law that requires any contractors working on state jobs to offer insurance to their employees.

Jason mentioned there are several new hires in the Ports of Entry. Their starting wages are lower than the Trans Techs. One EAC member said the turnover in the Ports is high. Some leave after two or three months.

Shane said there is some flexibility at the entry wage, but if you do something about it, then it pushes up against employees who have already been hired. The group agreed it would cause problems if new hires made more money than current employees.

One Council member said applying for a state job is not an easy process. He suggested conducting career fairs or going to the schools to bring in new applicants. He thought newspaper advertisements could be useful as well. We need to broaden our horizons to bring in new candidates.

### **SAFETY CLOTHING COMMITTEE DISCUSSION**

Jason said he believes the issues were the clothing is not comfortable and has not been field tested before it's implemented, and the group wanted to know who is on the Safety Clothing Committee.

The Safety Clothing Committee members are Paul Breck, LaDonna Haslem, and Debra Boulton. Jason said nobody on the Committee actually wears the clothing. The Committee sends samples of the clothing to Regions Two and Four for employees to wear and provide input. There are two different vendors available for the safety clothing. Jason asked the Committee to have two

Regions represented on the Committee at all times. The Committee will get the information out to the Regions District Engineers as well.

One of the Council members said the reflective shirts are good for 20 washes and then the reflectivity is gone. He mentioned flame resistance as well. Sometimes employees will use cutting torches, etc. Jason believes adding a Region representative to the Committee will help alleviate this problem.

Jason said they will add all four Region representatives to the Safety Clothing Committee. He will ask the Committee to re-examine the clothing policy.

### **CDLS AND HEALTH ISSUES**

One of the EAC members said there are two managers in her Region that may lose their CDLs because of health issues. Is there something that can be done to help them? One of the Council members said CLDs are being monitored by certain doctors now. The doctor will have you use any prescribed medication to see if you can pass the tests. If the employee sees their family physician, they can get tested and get their CDL. Another EAC member said they have recently seen CDLs that need to be renewed every six months.

Shane said he believes the issue is whether there is something between losing their job and different work. He said there are so few other positions the person could do. Carlos Rodriguez said they usually get a doctor's note to see if there is any other medication to allow them to do their job. He would advise the employee go on Long-Term Disability (LTD). The EAC member said one of the employees is required to work as a relief driver and is worried about losing his job. Shane said there is no way to make a general statement and the issues need to be looked at case-by-case. We don't want to be the organization that doesn't have human emotion. However, if it's a job requirement, then it's difficult to change the job.

The following information regarding CDLs was provided by an EAC member.

“A medical certificate is issued by a medical examiner that is listed on the National Registry of Certified Medical Examiners. If a medical examiner finds that the driver he/she examined is physically qualified to drive a commercial motor vehicle, then a medical certificate will be issued. Medical certificates may be issued by a family physician if the physician is certified with the National Registry. A medical certificate is valid for up to 24 months. The medical examiner may also issue a medical examiners certificate for less than 24 months when it is desirable to monitor a condition, such as high blood pressure. CDL holders are required to submit a valid DOT medical certificate to Utah Department of Public Safety, Driver License Division, in order to maintain a valid CDL.”

### **TOOL ALLOWANCE FOR MECHANICS**

Jason said he was assigned this item a while ago. He has been looking into it and the tool allowance hasn't gone up for several years. UDOT mechanics are required to supply their own tools as part of their job. There are specialty tools that are required. The mechanics are given a monthly stipend based a required list of tools. They turn in an inventory on an annual basis for

the tools they have purchased. The application of the tools required has not been totally consistent. Different supervisors have different thresholds and requirements.

The policy was implemented in 1999. Jeff Casper found some tool lists from 1999. He did a comparison for the cost of the tools purchased in 1999 and today. The average increase varies up to 410 percent. The tool allowance has not been increased. The purpose of the policy was to be a maintenance fee for the tools. Jason said he is struggling with what the increase should be based on. There is a huge different between the increase in Cobalt and Snap On tools. One of the Council members mentioned the warranties on tools.

Jason said he needs to figure out how to deal with the increases in the allowance. He said he is probably going to have a recommendation soon. Two of the Council members thought an increase in the reimbursement amount would help retain employees.

**ACTION ITEM:** Jason will present a recommendation to the Technical Committee. Once the Technical Committee approves it, he will bring it to the Employee Advisory Council.

Jason said some of the Maintenance Stations don't have the appropriate tools to do their jobs. They came up with a standard list of tools for the Stations that has been distributed to the District Engineers.

One of the EAC members said the employees in the Stations don't know how to surplus worn out tools. He asked if there was a form they need to use to surplus them.

**ACTION ITEM:** Jason will work with Jimmy Holfeltz, Director of Internal Audit, to develop a process of documenting damaged, unrepairable tools.

## **2. OVERVIEW OF UDOT LEARNING CENTER**

Lorri Economy, Director of Learning and Development, introduced herself. She said the UDOT leaders thought it was important to have a resource for employees and to improve employee training and development.

Lorri mentioned the on-boarding process for new employees. The purpose is focused more around safety. One EAC member said they hire a lot of on-call people that already have fulltime jobs. They can't spend three days in training at the Complex. She said the Region Trainers and Safety Managers are eligible to teach the OSHA training. She said they will work to develop a way to have the on-call new hires trained in the evenings or at other times.

Lorri said she is working on competency-based training as well. She would like to have the training focused at the skills each position would have during the first year of being hired. UDOT has about 260 positions. She is trying to figure out a training plan for all positions that would get an employee from their first day through retirement.

She mentioned the Learning Management System (LMS). It's a system that will allow tracking, planning, a list of the skills needed, and the classes you need to take to get where you want to go. The system should launch in the next three to six months.

### **3. TEDDY BEARS FOR INCIDENT MANAGEMENT AND DEPARTMENT OF PUBLIC SAFETY**

One EAC member said she saw an article about the need for teddy bears for the Incident Management Team and DPS troopers to help calm the children involved in incidents or crashes. She asked if there was a plan in place to collect the teddy bears.

**ACTION ITEM:** Jason assigned to organize the collection of the teddy bears.

### **4. INCENTIVES**

A Council member said the issue she wanted to discuss was not related to the Behavior-Based Safety. She wanted to talk about the possibility of an employee-to-employee program similar to the old Bravo system. This would be performance-based recognition.

Shane mentioned we have the t-shirts, Silver Barrels, and Performance awards. Each Region or Group has money they can divide up how they want to show employee appreciation. An employee can nominate another employee for a Silver Barrel award. Carlos said the current incentive program has controls so that it's financially constrained.

One of the EAC members said she likes that you have to put forth a nomination because it's more meaningful. The EAC member that brought up this issue said it's difficult for field employees to draft a nomination.

Shane said they are reluctant to move back to any kind of system similar to the Bravo system. One EAC member said it's difficult to do something for a different Maintenance Station. There needs to be something they can look at that's mid-level.

**ACTION ITEM:** Carlos and Shane assigned to discuss options for items other than the golf shirts, such as t-shirts.

### **5. DISCUSSION WITH LEGISLATIVE AUDIT TEAM**

The leaders were excused from the meeting for this discussion. No meeting minutes were taken during this discussion.