

EMPLOYEE ADVISORY COUNCIL MEETING SUMMARY

Monday, October 17, 10:00 a.m. to 12:00 noon
Njord Conference Room, Rampton Complex

PRESENT: Carlos Braceras, Executive Director
Alana Spendlove, Region Two
Aubrey Hauser, Operations
Becky Hjelm, Project Dev.
Carlos Rodriguez, Human Resources
Chris Mabey, Risk Management
Chris Whipple, Region One
Daniel Allred, Region Four
Jennifer Orton, Region Four
Joe Walker, Communications
Mat Allred, Communications
Nickie Rees, Administration
Rick Pro, Region One
Tyson Vorwaller, Project Dev.
Diane Josie, Executive Assistant

Shane Marshall, Deputy Director
Amber Mortensen, Region Two
Austin Baysinger, Program Dev.
Brandi Trujillo, Administration
Chase Johnson, Region Three
Chris Ransom, Region One
CJ Connor, Operations
Debbie Hood, Region Four
Jessica Gonzales, Administration
Kevin Nichol, Program Development
Michelle Lewis, Program Dev.
Paul Wheeler, Project Development
Roger Frantz, Region Two
Cristina Cibrian, Office Specialist

The meeting began at 10:00 a.m. Shane explained the process for the meeting to the new Committee members. He thanked the outgoing members for their service.

ACTION ITEMS/FOLLOW UP

1. INTERVIEW PROCESS

- Carlos Rodriguez sent a link to the NEOGov training to all EAC members.
- This item is completed.

2. STUDENT FEES AND TUITION REIMBURSEMENT

- Shane said employees would be reimbursed for program fees.
- This item is completed.

3. TRANS TECH IIIS

- Shane will meet with the EAC member and Carlos Rodriguez to discuss and bring the results back to the EAC.
- This item is still open.

4. EMPLOYEE APPRECIATION PROGRAM

- One EAC member said that some employees are not comfortable with the computer and using the Extra Mile program.

- There will be a certificate that can be used and the groups Administrator will input the award into the system.
- The Extra Mile program is tracked by fiscal year (June to July).
- Shane said senior leaders would still be able to give employees a certificate for an Employee Appreciation Leadership award similar to the shirt award today. . The certificate will be worth two points in the Extra Mile program.
- The certificate will replace the t-shirt certificate.
- Mat Allred is working on designing the certificate.
- Mat said they will think of ways to make the Extra Mile program more visible to employees. A session to discuss the program has been scheduled to be held during the Annual Conference.
- Mat has logoed the program.
- One EAC member said his region director sent out a flyer that explained the different ways to recognize employees. Mat said the flyer will be changed to reflect the voucher change and it will be sent Department-wide.

ACTION ITEM: Amber will send out the list of Extra Mile Admins to the EAC members so they can refer their employees to the Admin for help.

5. CROSS-OVER TRAINING TO BE ELIGIBLE FOR MAINTENANCE POSITIONS

- An EAC member said a couple of mechanics wanted to move over to the maintenance side to progress in the Department.
- They can't afford to take a pay cut and move to a Trans Tech I or II position.
- Is there training they can take to move into a Trans Tech III position?
- Shane said a group is evaluating the Trans Tech program. There may be two different Tech III categories: Maintenance and Construction.

6. LACK OF HR REPRESENTATIVES IN THE REGIONS

- Carlos said a bi-weekly report is now being sent to the region directors and group leaders.
- This item is completed.

7. POSSIBILITY OF UTA VAN SHARE

- A response to a survey sent to employees at the Complex indicates several would be interested in riding in the Sprinter van from the Murray FrontRunner Station to the Complex.
- Shane said a van is available to potentially use for the Complex.
- Angelo Papastamos is working on the details including who will drive it, how often it would go, etc.
- He said it's harder for the Regions to facilitate something like this. We will start at the Complex and go from there.

ACTION ITEM: Shane to report back at the next meeting.

8. COMP TIME ACCRUAL AND EXPIRATION DEADLINE

- Shane said the deadlines are fixed and can't be moved.
- If you come up against a deadline, call Laurie Howard. If the employee earned the comp time two weeks prior to the deadline, she will work with the employee.
- This item is completed.

9. EMPLOYEE SAFETY DISCUSSION

- Chris Mabey was invited to the meeting to discuss the Department's vision for employee safety.
- He conducted a presentation of the Five-Year Strategic Plan for employee safety.
- UDOT's vision is zero crashes, zero fatalities, and zero injuries.
- He discussed the trends in equipment damage and employee injuries.
- Chris said there are ROADS committees in each region and at the Complex. He prefers a culture awareness and improvement program.
- Chris said a system will be developed to report and inform leaders of accidents.
- One EAC member said there is no task training for new employees driving plows. They need to have a supervisor or more experienced employee ride along with them and train them.

ACTION ITEM: Mat assigned to post Chris' presentation on UDOT website. Carlos asked Mat and Chris to be sure every employee has access to the safety information.

10. SILVER BARREL AWARDS

- Shane said the information regarding the Silver Barrel Awards and all employee recognition programs was sent out by Region Two.

ACTION ITEM: Mat assigned to develop detail about the employee recognition programs that are available and add it to the website.

NEW ITEMS

11. EMPLOYEE BASED WEBSITE

- Mat announced a new employee website is being rolled out where employees can get all the information they need about UDOT.
- It will be launched at the Annual Conference.
- It will be called YouDOT. The URL is YouDOT.utah.gov.

12. WATER FOR MAINTENANCE STATIONS

- One of the EAC members said supervisors used to be able to purchase bottled water for their crews during the warmer weather.
- The Governor's Executive Order prevented the purchase of bottled water. Shane said the Order has expired.
- Carlos said the circumstances surrounding the need for bottled water need to be evaluated. We need to be able to pass the "red face" test.

- It's up to the supervisor to do the right thing.
- Another EAC member asked if they will need to get approval to purchase water for classroom training.
- Carlos asked him to evaluate the cost difference of purchasing bottled water or water pitchers and plastic cups to use.

ACTION ITEM: Shane assigned to talk to the Region Directors and Group leaders about this discussion.

13. PM EVALUATIONS FOR CONSULTANTS

- An EAC member asked what is being done to improve the way consultants are being evaluated on design capability and quality.
- Shane said on June 22, a new consultant evaluation form was rolled out on the Interchange website. They are trying to find ways to disburse the form to everyone on the team.
- Scores will have an impact on future selection.

14. FURTHER BRANDING OF UDOT PROGRAMS

- An EAC member asked why we are not branding to unify UDOT. Employees want to have UDOT logo items to show we are proud to work for UDOT.
- Safety gear doesn't have UDOT logo on it.
- Joe Walker discussed the background around UDOT's logo and branding.
- He discussed the negative perceptions if taxpayer money is used to give employees a shirt or jacket with the UDOT log on it.
- Carlos agreed that safety clothing the employees in the field use should have the UDOT logo on it.
- There is a cost to have the logo added to the safety clothing.
- One EAC member said wearing clothing with the UDOT logo adds an aspect of authority.

ACTION ITEM: Joe said he would like to pursue this discussion. Carlos said they will follow through on this one.

- An EAC member asked if they could get updated station signs with the new logo on them.
- Joe said he would love to get the logo on the signs.

ACTION ITEM: Jason Davis was assigned to figure out costs for the new signs.

15. UDOT GIVING TREE

- Joe mentioned the UDOT Giving Tree and what they hope to accomplish with this new program.
- It's a way for UDOT employees to help take care of fellow employees at Christmas time.
- Communications will be going out to employees to explain the program.

ACTION ITEM: Joe assigned to provide a copy of the handout explaining the Giving Tree to EAC members.

FUTURE ITEMS

MAINTENANCE FINAL WALK THROUGH ON PROJECTS

- An EAC member said maintenance does a final walk through on projects.
- They create a punch list of items.
- The contractor still gets substantial completion even if the punch list items are not up to standard.
- Maintenance has to correct the contractor's work.

ACTION ITEM: Shane assigned to follow up with Randy's group on this item.

COMMUNICATING EFFECTIVELY WITH GROUPS

- Mat said they are trying to figure out how to communicate effectively with the employees.

ACTION ITEM: EAC members asked to find out how employees would like to receive communication from leaders.

The meeting adjourned at 12:00 noon.