

PBCE and ABMEI Labor Management Committee (LMC)

MINUTES

When/Where	November 8, 2017 (Wednesday)	8:00 am to 9:00 am	Tower Room 644
In Attendance	PBCE: Rosalynn Hughey, Chu Chang, John Ruch, Bill Mayne ABMEI: Peter Fenerin, Bob Adler, Ron Davis OER: Marco Mercado		
Minutes			
(1) Minutes	Update that OER was drafting minutes from October 11 th for review		OER
(2) Training	<ul style="list-style-type: none"> ▪ ABMEI provided that they were not critical of the training being provided by the Department, but wanted to discuss with the Department ways to enhance the training of Inspectors. There were discussions about the current training being provided, but ABMEI clarified that their concerns did not involve the workload or anything technical. ABMEI raised the issue of the absence of a specific mentoring program for new employees which would include practical input on how to be an Inspector, such as not looking into doors/windows when knocking on a residence to perform inspections or how to write reports or how to work in an office environment (which was critical since a majority of Inspectors were formerly and primarily out in the field prior to joining the City). The Department provided that mentoring now was primarily done by Supervisors who are not provided an inspection workload to ensure their availability to new Inspectors; however, ABMEI provided that Supervisors have a heavy workload as it is and may not have the bandwidth to discuss issues with an employee without being approached by the employee. In addition, there were concerns that new Inspectors may be more timid in approaching Supervisors about issues/challenges they were facing versus their peers. As the discussions progressed, both the Department and ABMEI recognized the need to emphasize having more small group informal discussions involving new and more experienced Inspectors and Supervisors. These discussions can be about any issues that the staff are facing and on how it can be handled now and in the future. Both the Department and ABMEI recognized that making such discussions “mandatory” may lead to challenges of having employees be more comfortable sharing any inspection issues that they were facing versus an informal setting. Both the Department and ABMEI were to explore how to reemphasize and explore these types of discussions. ▪ There was discussion about the challenges facing both Department administration and employees as new employees are less experienced than before when they join the City and the challenges with the trades themselves becoming more and more specialized (whereas Inspectors are expected to be able to see the bigger picture of a project). ▪ ABMEI indicated they were willing to assist and supplement the training being currently provided by the Department, including looking at an education committee that can act as a clearinghouse for issues to the staff or being available for “Ride-Alongs” with new Inspectors. ▪ The following items were the result of the discussions: <ol style="list-style-type: none"> 1. ABMEI was encouraged by the Department to audit the next training session being provided to the new Inspectors so they can provide input to the Department; 2. The Department was to encourage the Supervisors to be more proactive in mentoring and working with the new Inspectors to try and address issues; 3. The Department and ABMEI were to encourage and emphasize informal meetings/discussions amongst Inspectors to provide for more peer-to-peer learning opportunities 		ABMEI
(3) Outreach to Home Depot/Lowes/Etc	Will be included as agenda item for December		ABMEI
(4) Education Reimbursement	OER provided update		OER
(5)	[blank]		
(6) Next meeting	December 13, 2017 (Wednesday) at 8:00 am		
(Other)	<ul style="list-style-type: none"> ▪ Release Time – OER will coordinate with Department to ensure appropriate release time is provided to LMC members, including making any necessary adjustments to individual workloads. ▪ Recruitment/Hiring Info – The Department provided a brief update on hiring to ABMEI and there was discussion to include this as a standing LMC agenda item. 		