

PBCE and ABMEI Labor Management Committee (LMC)

MINUTES

When/Where	September 27, 2017 (Wednesday)	8:00 am to 9:00 am	Tower Room 747
In Attendance	Rosalynn Hughey, PBCE John Ruch, PBCE Bill Mayne, PBCE Marco Mercado, OER	Peter Fenerin, ABMEI James Strom, ABMEI Ron Davis, ABMEI	

Minutes

- (4) Training; Education Reimbursement** **ABMEI**
- ABMEI provided documentation regarding the importance of trainings to be provided to employees. Department agreed about importance of training to employees and provided a quick summary of the training being provided to inspectors, including the role of supervisors. ABMEI was asked to provide specifics as to what additional training they believe should be provided to the existing training, which ABMEI agreed to provide at the next LMC meeting.
 - Regarding Education Reimbursement, ABMEI requested a review to update the language to meet the training needs of inspectors as the current language is focused on courses going towards a degree, which is not necessarily the education requirements needed by inspectors. ABMEI was asked to provide language for the City's review to better fit the needs of the inspectors for the next LMC meeting.

- (1) Minutes for September 13th** **OER**
- Copy of minutes from September 13th meeting provided for review by PBCE and ABMEI.

- (2)(3) Code Books – UPDATE; Check Lists** **PBCE**
- The City provided that it will not be providing hard copy code books given the push to move to electronic media (iPads). The Department provided a rough timeline of when iPads will be provided to the inspectors (hopefully by the end of the month), as well as trainings on the use of the iPads. It was explained that any delays were due to the making sure the electronic resources being provided to inspectors were in sync with the updates to the Department-wide systems (AMANDA).
 - The Department provided that hard copies of the full codes were available in the office for inspectors to use as well as unassigned computers which had full copies of the codes. ABMEI stated that inspectors were not aware of some of the copies, and the Department indicated it would provide a written information sheet to inspectors as to where hard copies of the code books were available and how to access them, including when the supervisors who had the code books were not in the office. This information was provided to all inspection staff via a printed hard copy which was placed on employees' desks on September 26th.
 - The Department was to review the publication of additional check lists for combination inspections as part of the rollout of the electronic devices to inspectors.

Other OER provided updates to Baseline Medical Examinations, VEBA/Release Time Questions, and the issue involving Step Increases/Promotions. OER will follow up on Part-Time Inspectors.