

**PBCE and ABMEI
Labor Management Committee (LMC)**

MINUTES

When/Where	September 13, 2017 (Wednesday)	8:00 am to 9:00 am	Tower Room 644
In Attendance	Rosalynn Hughey, PBCE John Ruch, PBCE Marco Mercado, OER	Peter Fenerin, ABMEI Bob Adler, ABMEI James Strom, ABMEI Ron Davis, ABMEI	

Minutes

- (1) Minutes for August 25th**
- There was discussion to clarify the minutes regarding the posting of any documentation provided by either party on the City's ABMEI website; updated minutes were to be provided for additional review prior to being finalized.
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- (2) Mobile Inspection – UPDATE** **PBCE**
- The Department provided an update on Mobile Inspections, including that the Department was targeting the end of this year (2017) to roll it out, that the roll out has begun with a selected group of employees prior to being rolled out to the other inspectors, and that hard copies will continue to be used with paper backup until the transition to an all-digital format.
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- (3) Code Books – UPDATE** **OER/PBCE**
- The City was still in the process of compiling the following information from the August 25th LMC meeting:
 - Review/provide timeline estimating when the tablets and the codes will be available in electronic form to all employees and thus provide, if possible, a hard deadline when hard copy code books will no longer be provided;
 - Review feasibility of providing only one (1) code book per employee as requested by the employee until such time that the tablets and the codes are available in electronic form;
 - Review feasibility of using Education Reimbursement for employees to purchase code books.
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- (4) Review/Update and Publish Check List for Multi-Family Combination Inspection (from August 25th)** **ABMEI**

- (5) Combination Inspection Roll-Out**
- Both ABMEI and the Department were supportive of having the appropriate checklists available to the inspectors based on the type of inspection is required.
 - The Department did not believe there was a need to generate the accompanying booklets as there was no need to have separate booklets where the work was not that different.
 - ABMEI provided that given the work they believed the Department and ABMEI had put into the booklets, there was value in publishing it as it was a byproduct of the work both the
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Department and ABMEI had put into the transition to combination inspection.

- Concerns were raised about assignments being marked as a combination inspection when it appears it should be a specialized inspection. Both the Department and ABMEI agreed that there are certain assignments that will always call for a specialized inspection.
- The Department provided that it has multiple checks in place to ensure that inspections are assigned properly, including being reviewed by supervisors prior to being assigned. It was communicated that there are still improvements being made to the process.
- Regarding the checklist, both the Department and ABMEI agreed that it was a good idea and may be transitioned to an electronic format on the tablet.
- Both ABMEI and the Department also provided information regarding their respective perspectives as to why the former “E-Board” meetings between the Department management and ABMEI were cancelled, and both ABMEI and the Department provided their willingness to move forward.

(6) Step Increases/Promotions

- This was not discussed as the meeting ended. However, information was provided to OER regarding this issue, and OER will research and get back to the Department and ABMEI.
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