**Introductions/Attendance**

Steaed Doehring, Rick Pitts, Ryan Cates, Eric Manriquez, Suzanne Kocurek, William Kopf, Douglas Beinborn, Jennifer Erickson, Bernward Goettke, Adam Luberts, Theresa Schad, Frederick Bettner

**AFSCME ITEMS**

**Old Business:**

1. **Vacancy Rates:**

CARE: 1 CDPA

CBHH: 3.75 HST, 1 GMW, 1 LPN

1. **Update on staff training improvements at CBHH Rochester:**

AL- Training improvements are going well. One person is conducting the training to ensure consistency. Marissa will be conducting trainings one time per week moving forward.

**New Business:**

1. **Changes to HST responsibilities at CBHH Rochester:**

AL – There were not changes made to HST responsibilities, some clarification was needed, regarding duties that are required and are reflected in the HST position description, such as completing progress notes.

Staff are encouraged to reach out to management on site for any questions.

1. **Short notice vacation process changes:**

AL – The SNV process has been reinstated, based on needs for the shift. Staff can call 2 hours prior to the scheduled shift. This is first come, first serve basis, \*based on needs.

1. **Scheduling changes- Who will do it and what are the changes- Staff responses to changes:**

Greater MN will be moving to a central scheduling office, there will be four employees working on the scheduling and they are currently being trained. Target start date in January.

CBHH – Rochester has already implemented scheduling based on business need.

AL – Rochester was the first site to implement this. The template was provided to staff; they are allowed to mutual days/shifts with their coworkers. Trial period, to balance staffing levels with needs.

SF – HR to work with staff regarding preferences.

AL – An email to staff was sent out in the last week or two. We will have a balanced rotating schedule; this has been forwarded to the supervisor of the scheduling department.

**CARE – St. Peter**

1. **Program Update:**

JE – A job offer has been made to fill the vacancy; the facility has been calm/slow over the past couple of months.

**CBHH – Rochester**

1. **Program Update:**

TS – Rochester has some Covid positive patients. The facility is currently on quarantine. PPE is currently in use. We are experiencing some non-compliance by the patients regarding isolation guidelines.

**Management**

1. **Rotate meetings between sites:**

AFSCME leadership would like to rotate between sites for this meeting, this will allow members an opportunity to talk with us.

DB – Conference rooms will be made available, let HR know which site the meeting will be at.

\*Next meeting to be in Rochester – Pending quarantine status.

1. **Meeting Minutes:**

SF – How would you like to handle meeting minutes.

Local 404 has a recording secretary that takes minutes monthly, we can rotate every other month if you would like.

1. **Agenda/Productive meetings:**

Discussions occurred regarding the format of these meetings, and any changes or ideas to make the meeting more productive.

Please submit agenda items for discussion; this ensures everyone has an opportunity to gather information.

1. **Updated email list of Union leaders:**

Ryan Cates will send an updated email list of union officers for this meeting.