**Present: Steaed Doehring; Matt Stenger; Eric Manriquez; Cory Moon; Rick Pitts; James Kibler; Kyle Heinze; Scott Melby; Brian Wills; Michelle Chalin; Roxanne Portner; Sarah Aili; Jonelle Gressman; Suzanne Kocurek**

**APPROVAL OF MINUTES FROM LAST MONTH:**

**The meeting minutes from last month were approved and posted.**

**REFLECTIONS / CELEBRATIONS:**

The Local Afscme leadership will remain the same.

North Campus staff have excellently supported each other through this difficult time.

New schedules at the Nursing Home have been going well.

**FOLLOW-UP ITEMS:**

1. **Lead Positions for other classifications:**

No update - MS will send a list of potential lead classes to SM.

1. **Weekend bonus to include other AFSCME job classes – MOU:**

Local Afscme leadership wants to incorporate other Afscme classes in the WKE bonus. This bonus is only for staff picking up voluntary overtime on weekends or their days off. We wish to remind HR that the weather will eventually be more likable, and we will experience a greater need for others to help reduce the forced overtime for staff in these classes.

JG – We have filled some HSSS and SC vacancies. Ideally, the staff in each classification would fill the overtime needs. I'm not sure if we are at the point where we need to include other classes.

JG will have a discussion with the decision makers, and we can follow up next month.

**3. Bonuses:** **(Unfilled Shift Bonus and Retention Bonus)** *Follow-up from 12/21/23*

During our contract negotiation, MMB proclaimed that the Unfilled Shift Bonus was being evaluated for uniform implementation across all DCT programs. However, some DCT programs are still using it. To meet the bargaining requirement in good faith, DCT needs to follow through with their commitment.

JG – DCT has reviewed the need and continues to revisit the need to reinstate/implement these based on sustainability/need/cost.

When DCT reassesses the need, Labor insists that we are included in the discussion, as required. As HR stated, "Ideally, the staff in each classification would fill the overtime needs." Reinstating the unfilled shift bonus would help achieve this.

SK will follow up at the statewide DCT meeting this month.

**MANAGEMENT AGENDA ITEMS:**

1. **ATLAS for Delivery Drivers:**

SM – The drivers have received training and are using ATLAS for overtime sign-up.

1. **North Campus Radios:**

BW – The company has shipped the radios that were ordered for North Campus; they will be programmed as soon as they are received.

1. **Pederson Building:**

BW - The Pederson building is currently undergoing a re-keying process, and new key boxes have been installed.

1. **Labor Management Meeting; Time Change:**

The labor-management meetings will start at noon starting 2/15 instead of 12:30 p.m. to provide more time for the Afscme workgroup meeting.

**AFSCME AGENDA ITEMS:**

1. **Performance Review; Retention Schedule:**

JG - Performance reviews are retained permanently in the employee personnel file. HR follows the record retention guidelines.

1. **Employees Supervisory File: Notes regarding removed items.**

There was an instance of a supervisor keeping notes about prior coaching sessions that were removed per contract guidelines.

SM – Items such as those, should not be in supervisory files. Additionally, positive comments regarding employee performance should be included in supervisory files.

1. **Meeting to Discuss Staff Concerns: North Campus and Prairie View**

A request for a meeting has been made by AFSCME leadership to discuss a lengthy list of safety and security concerns.

RP – An interest-based problem-solving group would be beneficial, allowing other unions to provide input.

SM – Agreed, we will schedule a meeting. Direct care staff will have the opportunity to attend a meeting scheduled at a convenient time.

**Hiring Event:**

BR – Forensics will partner with MSOP for a hiring event on March 28 at the Summit Center.

If staff have ideas to promote the event, send them to Becky Robinson.