**Present: Ryan Cates, Marvin Sullivan, Becky Robinson, Steaed Doehring; Matt Stenger; Eric Manriquez; Cory Moon; Rick Pitts; James Kibler; Kyle Heinze; Scott Melby; Michelle Chalin; Roxanne Portner; Sarah Aili**

**APPROVAL OF MINUTES FROM LAST MONTH:**

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

**REFLECTIONS / CELEBRATIONS:**

 AFSCME Local 404 had their first holiday party since 2020.

The Forensic Nursing Home remodeling project has been completed, resulting in some nice improvements to the building.

**FOLLOW-UP ITEMS:**

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

SA – Jonelle spoke with Teri about this. No update currently.

1. **Meeting to discuss staff concerns: North Campus and Prairie View**

BR – We have been working with managers and have a 12-page document compiled and are currently drafting a proposal for a platform for staff to be able to discuss their concerns. We will continue to provide ongoing status updates to staff.

1. **Bonuses:** **(Retention Bonus/Incentives)**

DCT is looking at incentives around retention.

RP – DCT is not planning on reinstating the unfilled shift bonus.

JG - to follow up at the DCT labor management meeting.

**MANAGEMENT AGENDA ITEMS:**

1. **.2 FSS positions:**

BR – The .2 positions were posted internally and went dead. There are concerns regarding posting a .2 position for external candidates (safety/competency/training/etc.)

1. **Ironwood Opening:**

BR – The target date for opening Ironwood is June, it will consist of 25-35 behaviorally stable patients from Anoka with a B-level of care. There will be postings for: 4 SCL’s and a similar compliment of SC’s as other units, some RNs, and MHP.

1. **NOC Reporting Structure:**

BR – There are some changes coming in the next couple of weeks regarding supervisor assignments for NOC staff. Staff will be assigned randomly. AOD’s will be moving to the main building.

1. **~~Inverse refusals: We might need to revisit this topic.~~**

~~With the new contract staff may decline one inverse per year (Excluding Holidays).~~

*~~Notwithstanding the foregoing and excluding holidays, the Appointing Authority may accept an~~*

*~~employee’s request to not work an assigned overtime shift once per fiscal year.~~*

~~BR – We will use a rolling year for tracking inverse refusals.~~

1. **Rescinding of vacation:**

To cancel a vacation, you must give notice to your supervisor a minimum of twenty-eight (28) days before the vacation occurs.

1. **Floating holiday:**

Reminder to staff, use your floating holiday before June 30th.

BR – Scheduling is working with staff to ensure that they can use it before the end of the fiscal year.

**AFSCME AGENDA ITEMS:**

1. **Shift in progress:**

BR -We have started exploring options for shift in progress.

SM – We need more discussion on how to structure it to ensure consistency.

RP – We are working on a fix, so that it would be marked on ATLAS as “reviewed”, to streamline the process and reduce the amount of phone calls of staff checking to see if the request was known.

1. **Staff working OT/Inverse overnight shift: Can they come in at 2:30pm the following day?**

BR – Yes, they can. I will follow up with Ted.

1. **Hospital coverage OT sign-up: Is it by seniority?**

SM – Yes, advanced overtime is by seniority and subsequent shift overtime is by seniority.

Can we add a Hospital Coverage Sign-Up in ATLAS?

SM – We are working with the developer on this.

1. **N95 masks/Fit testing policy:**

There are several sized masks for staff when completing the fit testing, but there is only one size in the work areas. Staff have expressed concerns that the correct size for their face is not available.

RP – We can investigate a centralized location for the different sizes. The CDC is coming out with new guidance.

SM – Some work areas require staff to wear an N95, not related to COVID, following the respiratory protection program. We are trying to be equitable to all staff.

BR – We have been seeing good participation from staff with fit testing and staff are utilizing their resources for accommodations.

1. **Progress of the radio back-up plan:**

There was a meeting on 1/24 and the plan is currently out for review.

1. **Atlas app: (URL) Can you see other schedules in the work area?**

When accessing the ATLAS URL from a phone, it has a different view than the computer. Staff would like it to have the same view (for mutual options).

SM – I will follow up with Jodi about this.

1. **FMLA changes:**

The statewide policy on FMLA does not follow the guidelines established by the U.S Department of Labor.

SA – Will bring the concerns to the leave management team.

1. **Years of service awards: Only during the early shift?**

BR – There is a ceremony scheduled during the early shift and one on Nocs. Next year we will facilitate this during the shift overlap.

Are staff eligible for overtime to attend?

BR – Yes, have them talk with their supervisor.

1. **Union in meetings with members and management: Not contractually required but what is the concern?**

SA – These are fact finding meetings and union representation is not part of this process.

Staff are requesting union reps for some of these meetings, there are multiple staff from HR/Management in these meetings. Staff are concerned about their Weingarten rights.

SM – We are committed to ensuring that staff have union representation when necessary to ensure Weingarten rights are protected. There are conversations every day that need to take place with staff, not every conversation requires a union rep.

Union representatives take notes in these meetings, the same as the second HR/Management person. Fact finding meetings = investigation. Union leadership is requesting that staff be allowed a union rep when they request one for these meetings. These meetings are voluntary for staff to attend.

SA – Will bring these concerns forward to Jonelle and the leadership team.

1. **Workers Compensation/Traumatic Events:**

There have been changes to statute that include traumatic events covered under work/comp. Some staff were denied “No physical injury”.

SM – We recognize that trauma is individualized and are aware of staff concerns. We want to support staff and are looking into work/comp covered events.

1. **LPN Nursing Levels on Groves B/C:**

Staff have brought forward frustrations about grove B being overfilled, causing staff to constantly cover on other groves. This affects continuity of care.

RP – We are looking at the staffing numbers based on need and employee choice, there is a benefit to having a larger pool for inversing. We are not forcing LPNs to move groves. We will continue to assess staffing levels and try to get to a happy medium.

1. **OSHA Report/TSS Training:**

The staff concerns were not addressed in the OSHA report. (Staff not trained vs. Outdated training)

SM – We are aware that there are staff on NOCS that need updated training, we are planning to offer classes at 7am and we are looking for trainers. There were some issues with Pathlore, and they have been resolved.

1. **AFSCME Day on the Hill 4/2/24:**

Can we have some vacation slots added for staff to attend?

SM – Yes.

RC - to send a list to HR.

**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.