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

**APPROVAL OF MINUTES FROM LAST MONTH:**

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

**REFLECTIONS / CELEBRATIONS:**

The Afscme Holiday Party is scheduled in January.

There was a bake sale, a vocational sale, and a holiday sweater day.

Thanks to the excellent work done by staff, October and November had low instances and hours of restraint/seclusion.

Retiree: Dave Wiederich passed away – Administration will work with staff that would like to attend the wake or funeral.

**FOLLOW-UP ITEMS:**

**LPN Lead / LPN 2 positions (JG- No current classification or PD):**

RP -We looked at the current position description and the duties being performed and do not currently see a huge need for an LPN Lead classification at this time.

**ATLAS access for Union Officers:**

Union Officers would like to have read access in ATLAS for all the work areas, this would streamline the grievance process.

SM- With the security upgrades completed due to a past data breach, cross-work area viewing is not possible, as it would cost funds to have this programmed into the system.

What is the status of the ATLAS App that we used to have?

SM- We have a mobile URL now. We are not getting the App back.

**GMWs getting reimbursed for non-slip shoes:**

SM- We received a response from the safety committee and discussed this DCT-wide; we are not making it a requirement for that classification. Non-slip shoes create a safety hazard when outside. We will provide an allowance if this becomes a requirement for that classification.

**When will the physical plant be using ATLAS for more consistency:**

SM- The physical plant is currently using ATLAS. The Overtime sign-up is presently being built into the system. There will be some training for those staff before implementation, with a target date of 1/17/24.

**Lead positions for other classifications on campus:**

SM- We are looking into this and identifying areas, but they are not coming soon.

BR- We are looking at non-secure Lead positions.

**MANAGEMENT AGENDA ITEMS:**

**Nursing Home - 10-hour shifts for HSSS and LPN staff starting in January (Michelle):**

Effective 1/3/24, the new shifts will go into effect. These shifts were voluntary for staff, and there was much interest in these shifts.

**FMH: Voluntary OT and partial shift Sick use (Brian/Becky):**

Discussion regarding this took place during the Afscme work group last month. Some staff members have called in sick for part of an overtime shift; those staff have been spoken to regarding this issue.

If a staff member calls in sick for part of an overtime shift, the entire shift could be canceled and offered to another staff member. Staff should not be doing this.

**FMPH: OT sign up, and need for scheduling to contact employees to verify they are accepted: (Brian/Becky).**

When assigning overtime, the scheduling department must make contact by phone for verbal confirmation, confirming that the staff accepts the shift. Auto-accept emails are not allowed.

**AFSCME AGENDA ITEMS:**

**Supervisors threatening to use cameras.**

It is inappropriate for supervisors to use the threat of reviewing camera footage for discipline.

BR/SM – I agree; supervisors should not be doing this.

BR-We do not have a randomized audit process for camera reviews. A follow-up would occur when patients bring concerns forward, and we may examine video footage.

BW- A video review request form must be completed, including the criteria for a video review, for a video review to occur.

**Weekend bonus to include other AFSCME job class - MOU.**

We request an MOU for other AFSCME classifications that are working overtime in a class, eligible for the weekend bonus.

SM- We will check into this. We wish all our vacancies were filled, and we are working hard to fill them.

JG – We will need to work with Teri Hable on this.

**Bonuses - were supposed to be looked at in the fall. (Unfilled Shift Bonus and Retention Bonus)**

When we negotiated the new contract, it was stated that the Unfilled Shift Bonus was being reviewed for DCT-wide implementation across all the programs. Some DCT programs still have the Unfilled Shift Bonus in effect. To fulfill the bargaining requirement in good faith, this must be reviewed, as agreed.

JG -This has been brought up to Teri, and it was stated that they have/are reviewing this based on the need for the bonus and the cost.

The amount of forced overtime for 2022 was 5.7 shifts per day on average. The amount of forced overtime for 2023 (as of November) is an average of 6.032 shifts per day. This data reflects the need to re-implement an unfilled shift bonus to alleviate some of the burden on the staff being forced to work unfilled shifts due to the high vacancy rates. When will the unfilled shift bonus be reviewed again?

JG – We do not have a timeframe; we will need to follow up with Teri.

Labor is supposed to be included in discussions; we request to be included in all discussions. Has this been discussed at the DCT statewide meeting?

JG – I am not sure.

We are requesting that the Retention Bonus also be considered.

**Achievement Awards:**

The interest-based problem-solving group is working on this to increase transparency and ensure equity for all staff.

**Nursing staff being inversed at 2 pm for a 6 pm need:**

RP – The (12-hour shift) staff are in the pool for forced overtime \*based on seniority. The amount of forced and voluntary overtime for the LPN and RN classes has decreased. Alternate schedules have been implemented; staff have reported increased job satisfaction, and retention is up, as we have not had any turnover this year for LPNs. We have 2 LPNs scheduled to start in January.

We ask that the forced overtime process be followed, ensuring it is equitable for the nursing staff.

RP – I appreciate the feedback and will communicate with the group.

**Emergency Staffing Plan:**

We are requesting to see the Emergency Staffing Plan.

JG -Can you submit a data request?

Yes, we will submit a data request.

**Service Delivery Plan:**

BR – Training for staff on the service delivery plan will occur during skills fares. We are looking for volunteers to co-facilitate the training with the area supervisor.

Can we offer other training during the shift overlap; this would be beneficial for staff that have required training to complete.

BR – I will bring this up at the leadership meeting.

**NOC’s Vacancy Rate:**

BR – Based on the current vacancy rates for overnights vs. the day/evening shift, staff will not be bumped to fill four (4) vacancies (this equals 10%). Day/Evening vacancies equal 20%.

Are we finished adjusting staff schedules/days off? (weekend)

BR – I am not sure I can follow up with Jodi.

**Hiring Event:**

BR – Forensics will partner with MSOP for a hiring event on March 28th at the Summit Center. Send ideas to Becky Robinson to promote the event.