**FORENSIC SERVICES**

**AFSCME LABOR/MANAGEMENT MEETING**

**St. Peter – HR Conference Room – Microsoft Teams**

**January 16th, 2024**

**12:00 p.m. – 2:00 p.m.**

**Present:** Sarah Aili; Max Arroyo; Joe Bluhm; Ryan Cates; Steaed Doehring; Jonelle Gressman; Kyle Heinze; Scott Melby; Cory Moon; Becky Robinson; Cassy Rydell; Matt Stenger; Nick Weerts; Brian Wills

**Approval of Minutes from Last Month**

The meeting minutes from last month were approved and posted.

**Reflections / Celebrations**

* AFSCME Holiday party on 01/23.
* There have been large groups starting in NEO and it was shortened to 8 classroom days.
* The legislation session has started.

**Old Business**

**Management**

**AFSCME**

1. **Hospital Coverage Check Box on ATLAS: (Discussed at Workgroup)**
   * **Moved to AFSCME Workgroup for more discussion.**
2. **Number of Vacation Spots for SC/HSSS/LPN:**
   * **AFSCME:** Contractually - Every reasonable effort shall be made by the Appointing Authority to schedule employee vacations at a time agreeable to the employee insofar as adequate scheduling of the work unit permits. We are requesting an audit of vacation availability. There has been a substantial number of staff hired.
3. **Vacation Postings on ATLAS Outside of Contractual Timelines:**
   * Vacation requests outside contractual timelines including “Piggybacking” continue to appear on ATLAS.
   * **SM:** Will look into the issue of piggybacking.
4. **LPN Overtime Procedures:**
   * LPNs are being ***“Emergency Inversed”*** without calling staff from the list. This violates contract and does not constitute an emergency. *Contractually* - Overtime Sign Up: MSH LPNs must provide written or electronic notice of the days and shifts they are willing to work on the designated sign-up sheet. This one sheet will be used for offering all overtime to LPNs.

* **AFSCME requests adherence to the contractual overtime sign-up process for LPNs.**
  + **JG:** There are active grievances on this issue.

1. **Overpayment Letters:**

* What has been done to staff regarding overpayments? This affects 62 of our members.
* **JG:** I don’t have any additional information. I will ensure this is on the agenda for next month and involve Denise Considine for discussion.

**New Business**

**Management Agenda Items**

1. **FMHP Updates:**

* **BR:** PCN’s have been submitted for the increased staffing required with the inclusion of the Klein building.

1. **Grove Announcements: (5 Grove Structure)**

* **BR:** Meetings are scheduled for next week regarding logistics transitioning to the new grove structure. Staff will be taken into consideration.

**AFSCME Agenda Items**

1. **Overtime Distribution & Inversing Procedures:**

* Overtime should be assigned, and Inversing should occur as soon as the need is known – Per contract. *Distribution:* For purposes of overtime only, Security Counselors and Security Counselor Leads will be considered one class and may fill behind each other. Your supervisor will assign overtime as soon as possible once the need is known.

1. **A-Team Assignments:**

* **Moved to the AFSCME Workgroup**
* A-team Scheduling: Ensure equitable distribution of A-team scheduling. This language is applicable through the duration of the 2023-2025 contract.

1. **Unit Based Coverage/Floating Staff off Their Unit – Process:**

* There are issues with the process not being followed.

1. **Cash Advance Policy:**

* Was there a change to the policy that requires RPAs to pay for their meals with patients?
* **SM/BR:** Not aware of a change to this policy.

1. **ATLAS:**

* Are there any changes planned for ATLAS? Seniority discrepancies discussed.
* **SM:** Will work on a list. Can AFSCME work on a list of wants?
* **AFSCME:** To work on a list.

1. **Overtime Rules:**

* Are there any rules about working multiple shifts – 3 in a row? Staff want consistency.
* **SM:** There is not a set rule, we are focused on Safety.

1. **NEO Time:**

* AFSCME only had 30 minutes to present to new employees, we really need an hour.
* **SM:** Will bring this back to the group.

1. **Updated Sick Leave Use Policy:**

* [MMB update sick leave use policy effective 1/1/25.](https://mn.gov/mmb-stat/policies/1337-sickleave-effective-1-1-2025.pdf)
* The policy is updated to reflect the earned sick and safe time law. Contract language regarding rescinding vacation and the tardiness and failure to report to work policy still applies.

1. **Utility Pool Schedule:**

* UP staff would like to work 1-9.

1. **Kitchen Holiday Scheduling:**

* Staff that were forced off for the Holiday would like to be offered to work if there is a need.
* **SM:** We want to follow contract language.

1. **Mutuals Being Denied:**

* HSSS staff were told that mutuals must be outside 24 hours, the rule is 16 hours.
* Cassy to send the info to BR/BW.

1. **FSS Training in Nursing Skills:**

* There are rumors about FSS training in nursing skills.
* **BR:** We are looking at direct care training (ADLs), not nursing skills.

1. **North Campus – Police Access:**

* Discussed ideas on how to familiarize the Saint Peter PD with North Campus.
* Inviting them for quarterly visits of the building.
* Emergency Access Sign.

1. **North Campus Camera Feed & ICS Light:**

* **BW:** We are waiting on the secondary vendor to get the live feed to Master Control.

1. **AODs and Inverses:**

* AODs telling other staff about inverses/refusals causing issues.
* **SM:** Will address the issue to prevent targeting situations.

1. **SIP for NOCS:**

* Discussion about SIP (last half-hour) for NOCS.

1. **Physical Plant Overtime Process:**

* **SM:** We are still evaluating this.

1. **Omni Cells at North Campus:**

* The Omni Cells need to be secured.
* **SM:** This should occur ASAP.

**ADD ON**

**Management**