**FORENSIC SERVICES**

**AFSCME LABOR/MANAGEMENT MEETING**

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

**March 20th, 2025**

**12:00 p.m. – 2:00 p.m.**

**Present:** Max Arroyo; Joe Bluhm; Breanna Bullert; Michelle Chalin; Ryan Cates; Steaed Doehring; Neal Glein; Amna Hanson; Kyle Heinze; Raegan Juntunen; Suzanne Kocurek; Patrick Patterson; Rick Pitts; Roxanne Portner; Brian Wills

**Approval of Minutes from Last Month**

The meeting minutes from last month were approved and posted.

**Reflections / Celebrations**

* The DHS survey went well; appreciation was expressed for all staff who participated.

**Old Business**

**Management**

**AFSCME**

1. **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 have been a substantial number of staff hired.
   * **No new information at this time; will follow up next month.**
2. **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.
* **No new info.**

1. **Card for Medical Trips/Parking:**

* Where are we at with this?
* **Scott Melby continues to work on this.**

1. **Update on Klein and the 5 Groves:**

* Are there any timelines or new information?
* **RP:** Klein will tentatively open at the beginning of June; the clientele has not been decided yet. Nursing has started cross-training, and drills will begin soon.

**New Business**

**Management Agenda Items**

1. **Grove-A LPN Volunteers:**

**RP:** A survey was sent to nurses for their preferred work area. The consensus was that staff wanted secure and non-secure to be separate work areas for coverage. We asked for volunteers for Grove A. We want people working where they want to be, with a schedule they prefer.

**AFSCME Agenda Items**

1. **Additional Weekend Spots:**

* Some of the units only have 1 spot. Can we adjust some days off to make it more equitable?
* **BW:** This is being looked at, Becky has more info.

1. **Least Senior List (FNH and Grove A):**

* We discussed this a few months ago, the staff at the FNH and Grove A need a least senior list sent/posted for them.
* **BW:** I will check with Ted and follow up.

1. **Subsequent Shift Overtime Process/Snow Emergency:**

* What is the process? Inverse all available staff, then call out of building?
* **BW:** I will look into how this worked out.

1. **Devices with Recording Capability:**

* Are patients going to be allowed to use devices inside the secure perimeter that have recording capabilities?
* **BW:** The updated contraband policy allows for mp3 players that have recording capability and microphones. There will be a communication with FAQ’s coming out next week.

1. **LPN Grove Changes:**

* Why wasn’t labor included in the discussions and in the future can you keep labor informed?
* **RP:** I apologize and will include labor in the future.
* With the splitting of the work areas are there going to be any forced schedule changes?
* **RP:** Possibly. I need to review how many volunteers we have and determine if we can fill remaining gaps through current vacancies.

**ADD ON**

**Management**

**AFSCME**

1. **North Campus & Klein Concerns:**

* Live Camera Feed to Master Control
* **BW:** As of the last update, it should be completed in April. The radios for NC and Klein have been tested and are functioning correctly.
* ICS Light
* Plexi Glass in Bus
* Staff to Patient Ratio (9 to 1 Per Policy)
* Camera Inside Bus?
* Emergency Entrance Sign (Clean Laundry Entrance? Number on Outside Door?)
* Exam Room 116 (Camera)
* Bubble Mirror in Hall
* Signage in Halls

1. **Revoked PD’s: - Next Month**
2. **Intermittent OT:**

* There are instances of intermittent staff getting overtime outside the OT offering process.
* **BW:** Can you send me specifics? RC to send specifics to BW for follow-up.

1. **HSSS Grove-A Schedule Options: - Next Month**
2. **Dead Bids: - Next Month**
3. **Klein Nursing Numbers for NOCs: - Next Month**
4. **Day on the Hill:**

* AFSCME Day on the Hill is on 4/1, can we get some extra vacation spots?
* **BW:** I will check with Becky.

1. **HSSS/CNA Staff List for OAD:**

* The AOD needs a list of HSSSs with CNA certification (Capable and Qualified) to pick up an inverse at the FNH.
* **MC:** Noted.

1. **FNH 10-Hour Staff Inversing:**

* There was some confusion about 10-hour staff being eligible for inversing
* **RP:** This was clarified with the AODs and should be taken care of.