**FORENSIC SERVICES**

**AFSCME LABOR/MANAGEMENT MEETING**

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

**April 17th, 2025**

**12:00 p.m. – 2:00 p.m.**

**Present:** Max Arroyo; Joe Bluhm; Breanna Bullert; Michelle Chalin; Ryan Cates; Steaed Doehring; Neal Glein; Kyle Heinze; Suzanne Kocurek; Rick Pitts; Roxanne Portner; Brian Wills; Jonelle Gressman; Cassy Rydell; Cory Moon; Nick Weerts; Scott Melby; Becky Robinson

**Approval of Minutes from Last Month**

The meeting minutes from last month were approved and posted.

**Reflections / Celebrations**

* Years of Service Celebrations are scheduled for April 24 (Days/Evenings) and April 29 (Nights). This year’s format will be an informal open house style based on previous feedback.

**Old Business**

**Management**

**AFSCME**

1. **Number of Vacation Spots for SC/HSSS/LPN:**
   * 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.
   * **BR:** For HSSS/SC I am reviewing with MSOP and have a meeting with Jodi next week.
   * **RP:** A communication was sent out to LPNs, Groves 2,3,4 were combined. There are very few changes. I will review this for the FNH and 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.
* **AFSCME:** Staff should not be inversed at the last minute.
* **SM:** We try to avoid inversing staff; it takes time to find coverage and there are last minute sick calls.

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

* **SM:** Still under review. WEX cards cannot currently be used for parking. Exploring alternatives.

1. **Update on Klein:**

* Are there any timelines or new information?
* **BR:** Klein tentatively set to open in June.

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

* **SM:** Will follow up with Jodi to see if lists can be generated in Atlas or another consistent method.

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

* **Live Camera Feed to Master Control**

**BW:** There is now a live feed from Klein, the vendor is working on the NC feed, there was some miscommunication.

* **ICS Light**
* **Plexi Glass in Bus**

**BR:** The plexiglass available for the leased vehicles was designed for infection prevention, not security. The vehicles are leased and modifications beyond the provided equipment are not permitted per contract.

* **Staff to Patient Ratio (9 to 1 Per Policy)**

There are a number of patients being transported back and forth from the main campus that do not have pass plans.

* **Camera Inside Bus?**

**BW:** My understanding is that there are 2 cameras on the bus.

* **Emergency Entrance Sign (Clean Laundry Entrance? Number on Outside Door?)**
* **Exam Room 116 (Camera)**
* **Bubble Mirror in Hall**
* **Signage in Halls**
* **BR:** Suggested working through the Security Team/Safety Committee/Leadership, due to the number of barriers involved.

1. **Multi Factor Authentication:**

* **SM:** There is no effective date for implementation. Staff can request YubiKeys directly from MNIT. There have been delays due to high volume of requests and logistical issues. Supplies are limited but more are being ordered.

1. **Broken Grievance Process:**

* We asked about BMS involvement two months ago due to continued concerns over unresolved grievances and contract violations with no remedy.
* **BR:** We are working to improve supervisor consistency and decision-making pathways.

1. **Dead Bids/Expressions of Interest:**

**BR:** Staff can submit an expression of interest to scheduling and CC Becky, and they are reviewed on a case-by-case basis depending on the circumstances.

**New Business**

**Management Agenda Items**

1. **Grove 4 LPN Volunteers:**

* **RP:** There were more volunteers than positions available, so assignments were made by seniority. No one was mandated to move.

1. **Nursing Work Areas:**

* **Secure/Locked (Grove 1-4)**
* **Non-Secure (Grove 5)**
* **FNH**

1. **FMHP Vacation allotments LPN:**

* Discussed earlier.

**AFSCME Agenda Items**

1. **Grove A HSSS Schedule:**

* Day HSSS staff are interested in adopting the same shift structure used by FSS—6:30–2:30 and 1:30–9:30.
* **BR:** Jodi is working on a communication and rollout, possibly early June.

1. **LPN Mutual Denials:**

* Reports that LPNs, particularly in Groves B and C, are being denied mutuals with the rationale that “no inversible LPNs would remain.”
* **RP:** There is an active grievance on this. We are reviewing cross-area mutuals and will follow up after reviewing contract language and scheduling practices.

1. **Grounds Department Coverage:**

* What is the contingency plan when no one signs up for OT and driver coverage is short?
* **SM:** There are a lot of variables, but we would use the on-call process.

1. **Spruce and Redwood Staffing:**

* Ongoing concerns about sufficient staffing levels on these units. They are running short between 7-8am.
* **BR:** Will follow up with Sarah and Carolann for input.

1. **Inverse List at FNH:**

* Atlas is not applying the “24 in 48” language when generating the inverse list for FNH.
* **MC:** Jodi is aware and working on this.

1. **OT Placement Discrepancies:**

* Reports that staff are not being placed back on their home units for OT, while others are.
* **SM:** Will follow up to ensure OT placement is applied fairly.

1. **Floating and Mutuals:**

* Staff who mutual are not floated, while more senior staff are.
* **SM:** When staff mutual, they show up on the float report as coverage. We are working on an Atlas fix for this.

1. **Summit Shop Laundry:**

* Is Summit Shop becoming a laundromat? What are the current WTA responsibilities there?
* **SM:** Not turning the area into a laundromat. Exploring alternatives to MINNCOR for vocational and quality reasons. Patients, not WTAs, would perform the work under supervision. Pilot is ongoing.

**ADD ON**

**Management**

1. **AFSCME Reps for Investigations:**

* **RC:** To send an updated list to Becky.

**AFSCME**

1. **12-Hour Staff Not Visible in Atlas:**

* Atlas is not showing where 12-hour staff are working/assigned.
* **BR:** Will follow up.

1. **LPN Lead Update:**

* **RP:** Update from classification may still be 4-6 months out.

1. **Radios:**

* **AFSCME:** Reiterated the ongoing need for functioning radios.

1. **Coachings for Allegations:**

* **AFSCME:** Concern about coaching memos issued due to unsubstantiated allegations, often prior to any investigation.
* **BR/JG:** These are not discipline but reminders of policy. Staff must be informed of allegations to prevent risk and ensure clarity. Emails alone have led to complaints of misunderstanding, so verbal notifications are used to allow for questions.

1. **Utility Pool Lead Request:**

* **AFSCME:** Utility pool now has 19 SCs. Requesting a third lead position.
* **BR:** Acknowledged. Will review and consider.

1. **Transport Team:**

* **BR/SM:** We have not been looking at this.

1. **Return-to-Office Status for HR:**

* **JG:** I don’t have any additional updates at this time.

1. **May Labor Management Meeting:**
   * **Rescheduled for May 22nd**