**FORENSIC SERVICES**

**AFSCME LABOR/MANAGEMENT MEETING**

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

**December 19th, 2024**

**12:00 p.m. – 2:00 p.m.**

**Present:** Sarah Aili; Max Arroyo; Joe Bluhm; Ryan Cates; Steaed Doehring; Jonelle Gressman; Kyle Heinze; Eric Manriquez; Scott Melby; Cory Moon; Roxanne Portner; Richard Pitts; 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**

* The Employee Wellness and Engagement Committee successfully coordinated a breakfast event for NOC staff earlier this week, receiving positive feedback.
* The recent choir concert was well-received and highlighted as a successful event.

**Old Business**

**Management**

**AFSCME**

1. **Hospital Coverage Check Box on ATLAS:**
   * **SM:** This is still pending with the vendor.
2. **Number of Vacation Spots for SC/HSSS/LPN:**
   * **BR:** Jodi pulled a report, and a fair number of vacation spots were available for SCs. We can reevaluate after Klein is added to the mix.
   * **BR:** To follow up with Jodi on vacation availability reports for LPNs and HSSSs.
3. **Vacation Postings on ATLAS Outside of Contractual Timelines:**
   * Vacation requests outside contractual timelines continue to appear as available, causing confusion.

**SM:** To follow up.

**New Business**

**Management Agenda Items**

1. **LPN-Lead Classification:**
   * **RP:** A position description has been created and will be submitted for classification. If the classification is approved, implementation will need to wait until the next fiscal year for budget allocation.

**AFSCME Agenda Items**

1. **AODs/Staff/Respectful Interactions:**
   * Staff need to be polite and treat each other with respect.
   * **SM:** Agreed. We will follow up specifically, if needed.
2. **Radios:**
   * There were radio outages reported between 12/5 and 12/9. A new dispatch console with updated features was installed, but concerns about outdated software remain. Is Vocera being considered as an alternative?
   * **BW:** The software/servers were updated when the new dispatch console was installed, and the vendor will be onsite today to install additional monitoring software to help track down the issues. Vocera is one of the options being explored.
   * **RP:** An after-action review suggested conducting a Root Cause Analysis (RCA) and possibly a Failure Mode and Effects Analysis (FMEA).
3. **LPN Overtime Procedures:**
   * According to the contract - 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 so we will need to follow the grievance process.
4. **Seniority Roster Discrepancies:**
   * There are discrepancies in the seniority roster dates, particularly affecting class dates for leads.
   * **JG:** Staff with questions can email the Forensics HR inbox ( [DHS.FORENSICS.HR@state.mn.us](mailto:DHS.FORENSICS.HR@state.mn.us) ), and we will work with HR Transactions to review the dates.
5. **Snow Removal:**
   * Concerns were raised about the timing and effectiveness of snow removal on campus. The process involves campus patrol notifying the AOD and the physical plant, but complaints persist about the current conditions and timing of snow removal efforts.
   * **SM:** Dave is investigating the process for improvements.
6. **NOC OT Leave Time:**
   * There is an issue with inversed staff from NOCs being required to stay until 2 PM instead of leaving at 1:30 PM.
   * **BR:** To follow up with Ted.
7. **12-Hour Staff/Subsequent OT:**
   * There is a concern about whether 12-hour shift staff can sign up for NOC shift overtime on their Fridays, as their shift ends at 8 PM and the NOC shift starts at 9 PM (considered the next day). The ATLAS system currently does not allow sign-up for this shift.
   * **SM:** Will review with scheduling.
8. **Part-Time Employees Extra Hours: (Discussed in Workgroup)**
   * There is confusion about the process for part-time employees signing up for extra shifts and whether they get priority over intermittents. The contract suggests part-time staff should be offered extra shifts before intermittents.
   * ***This was reviewed later in the day at the AFSCME Workgroup*. Part-time staff can email the scheduling department when the schedule is posted to request additional hours.**
9. **Supervisor/Response to Questions:**
   * Reports indicate some staff are being directed to talk to the union when they have questions about changes, particularly regarding issues they are unhappy about.
   * **SM:** Will follow up if there are specific instances where staff are directed to talk to the union instead of supervisors as this should not be occurring.
10. **Intermittent Staff Assignments:**

* Intermittents taking extra shifts are assigned specific units, while those signing up for overtime are placed in a "tank." This is due to ATLAS restrictions. A request has been made to treat intermittents the same as overtime.
* **SM:** To follow up.

1. **Grove Structure and Staffing Plans:**

* Discussion on the Grove structure and staffing plans, including the setup of Klein.
* **Becky Robinson is open to feedback on the Grove structure options.**

1. **Driver OT:**

* Grounds staff and carpenters are no longer eligible to pick up driver overtime, affecting a small work area.
* **SM:** The goal is to ensure that the standard operating procedure aligns with the contract.
* **AFSCME:** We propose an agreed-upon plan for small work areas (e.g., FNH, Kitchen, Drivers).
* **SM:** To follow up.

1. **Forensic Nursing Home Least Senior List:**

* Staff at the FNH would like a least senior list/email like other work areas. AODs are not currently sending these emails, which could reduce the number of calls they receive.
* **SM/BR:** To follow up.

1. **Inversing Process Prairie View (10hr/8hr Shifts):**

* Clarification is needed on how the inversing process will work with 10-hour and 8-hour shifts, considering the 26.5/48 rule.
* **BR:** To follow up with Ted. (#6)

1. **Secured Emails:**

* Some supervisors are reportedly sending secured emails that prevent forwarding or copying, causing issues for staff who need to share performance-related communications with union representatives.
* **JG:** Reminder that union representatives are copied on all disciplinary actions as required by contract.

1. **OT/Hospital Coverage:**

* Reports indicate that Hospital OT is being offered out of seniority based on the amount of OT resulting from the assignment. AFSCME requests OT be offered according to seniority, regardless of shift length, to comply with the contract.
* **SM:** We want to ensure compliance with the contract.