Present: Rebecca Robinson; Scott Melby; Jonelle Gressman; Karen Gorman; Kyle Heinze; Marvin Sullivan; Cory Moon; Ryan Cates; Eric Manriquez; Steaed Doehring; James Kibler

**APPROVAL OF MINUTES FROM LAST MONTH:**

Meeting minutes from last month were approved.

**REFLECTIONS / CELEBRATIONS:**

**FOLLOW-UP ITEMS:**

1. **OT START AND END TIMES:**

There seems to be enough staff working that we could go back to the 7-1:30, 2:30-9 shifts. Is this an option?

BR – No, the shift overlap allows for the skills fares.

Can we look at the Mid Shift overlap?

BR – Yes, we can talk about it.

1. **LPN LEAD & LPN 2 POSITIONS:**

Is there an update on the PD that was created?

JG- Working on reviewing the PD with Roxanne Portner.

1. **NEW SHIFT QUESTIONS:**

Is there any potential for shift in progress vacation?

BR – Not right now.

1. **HSSS DIFFERENT SHIFT OPTIONS:**

Is there an update on this?

BR – There is a meeting set for next week.

1. **LEAD POSITIONS FOR 12 HOUR SHIFTS:**

Were all of the Lead positions filled?

JG/BR – Not sure.

The Lead positions that were posted for the 12-hour shifts had 2 options for days off. The staff that bid on these were able to choose between the 2 options.

BR – There will be no immediate impact on other staffs’ days off.

1. **GMW’S NON-SLIP SHOE ALLOWANCE:**

Not required by OSHA. Labor would like to table this for now.

1. **GMW’S BIDS TO NEW SUPERVISOR:**

There are different supervisors for up the hill and below the hill. We feel that these are 2 different work areas and staff should be able to bid between these areas/supervisors. GMW’s are leaving because of one of the supervisors.

JG – We allow bids to new shifts and are allowing staff that are not eligible to bid, to interest bid on days off.

SM – Physical Plant is 1 work area like Nutrition Services. There are 2 supervisors managing Departments within the Work Area.

SM – A supervisor issue is different than contractual bidding rights. We have other ways to address these concerns.

JG – The issues that have been brought forward have been resolved/not repeated. Continue to bring issues to management.

Members are not bringing issues forward because they are afraid of retaliation by the supervisor, and they don’t feel that changes have happened.

SM – I want to be notified if any retaliation occurs. I don’t want staff to feel that they are treated unfairly and will do my very best to address it.

1. **ATLAS ACCESS FOR UNION OFFICERS - OT SIGN-UP/ DISTRIBUTION:**

Union Officers would like to be able to view the OT sign-up and schedules for all work areas. This will help streamline grievances.

SM – Will follow up on this.

**AFSCME AGENDA ITEMS**

1. **Physical Plant Holiday Schedules:**

Delivery Van Drivers that were scheduled off on Friday for the Holiday, fall under continuous operations. Their Holiday is on the actual Holiday. This should not have happened.

JG – Will look into this and follow up.

1. **Snow removal OT process change:**

There are rumors of this process changing?

SM – We are not changing anything. (Capable and qualified offered by State Seniority)

1. **Grievance Procedure and Past Practice:**

If HR is now requesting to follow exact Contract Language, Step 1 Grievances will be filed with the Direct Supervisor of the grievant . We don’t agree with picking and choosing which parts of the contract to follow. We don’t feel that the grievance process is working, there are contract violations occurring and staff are not being compensated for the violations. We have requested the data regarding win/loss grievances by steps.

JG – I am working on the grievance data and will get back to you this week.

JG – To set up a meeting about the grievance process moving forward.

1. **Physical Plant Schedules – Atlas:**

SM -Vacation requests are processed by the scheduling department.

SM – Some staff are not in Atlas; we are working on the process for assigning OT for drivers. We want the AOD’s to be doing this.

1. **GMW Weekend/Holiday Scheduling:**

SM – We schedule 3 and allow 1 to request vacation. On Holidays we are scheduling 2.

1. **GMW, GRW, Cook, and FSW Leads:**

We would like to see some Lead positions for these classifications to allow opportunities for advancement. There are Lead classifications in contract already.

BR – Will look into this.

1. **Overnight Bumping:**

Nocs seems to be getting pretty full. Can we stop bumping?

BR – To look at the Vacancy rates (Day/Night).

1. **Lead List:**

When was the last time the Lead list was open?

JG -It was open recently. Will ask Julie for the date.

**Areas with a +1:** Staff are encouraged to find a new place. A meeting is scheduled regarding reappropriating the +1’s to other areas.

1. **Vacancy Information:**

BR to follow up.

1. **LPN Alternate Schedules:**

JG – There will be a memo going out this week. These go into effect 1/3/24.

1. **Parking Ramp:**

Can we get a parking ramp? Staff don’t feel that there are enough parking spaces.

SM – There are enough spaces to park, even at 1:45pm on a Wednesday. Some of them are just far away. We can look at adding some 30-minute spaces for people that need to haul stuff into the building.

1. **Grove A Safety Concerns:**

Staff feel that Patient behaviors are escalating and do not feel supported by supervisors. (There was quite a bit of discussion about this) Staff should document all Safety/Security events.

BR – We are in the process of reviewing the Service Delivery Plan. We are Person Centered and review concerns on a case-by-case basis.

**MANAGEMENT AGENDA ITEMS**

1. **REMINDER FOR STAFF TO REMAIN IN THEIR WORK AREAS UNTIL THE END OF THE SHIFT.**

Please do not line up at the Sally-Port 15 Minutes early.

1. **UPDATED HR CONTACT LIST:**

Please use the updated contacts for HR, in order to get faster responses.

 