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| **meeting Minutes** |
| General membership |
| Date: 02/15/2024 |   |
| Time: 4:30pm |   |
| Meeting called to order by: Ryan Cates |   |

**In attendance**

Ryan Cates, Steaed Doehring, Eric Manriquez, Matt Stenger, Kyle Heinze, Cory Moon,

Nick Weerts, Jamie Schwartz, and Dennis Mata

**Secretary Report**

**Steaed Doehring Made a Motion to approve the minutes from last month.**

**2nd by – Kyle Heinze. Passed**

**treasurer report**

**Antonio Guerrero**

**Cash Balance Beginning of Month –**

**Income for the Month –**

**Expenses for the Month**

* **Officer Allowances –**
* **Reimbursed Expenses –**
* **Supplies –**
* **New Member Orientation –**
* **Labor management Meetings –**
* **Donations –**
* **Retirements –**

**Total Expenses –**

**Amount in Checking Account End of Month –**

**Amount in Savings Account End of Month –**

**Combined Total –**

**Motion to accept, subject to audit by –**

**2nd by -**

**correspondence**

* None

**ComMitTee reports**

* No current committees

**Officers Reports:**

* **President - Ryan Cates: February Report**

**This past month I have…**

 **Attended and led Forensic meet and confer- Notes are attached to the meeting minutes.**

**Attended MSOP meet and confer- Notes are attached to the meeting minutes.**

**Attended meet and confer for CBHH/CARE**

**Chaired the Executive Board meeting.**

**Chaired the General Membership meeting.**

**Filed multiple grievances and sat investigations.**

**Attended New Employee Orientation at Rochester CBHH and CARE St Peter**

 **Talked with members in multiple work areas, answered their questions and listened to their concerns.**

 **Presented and argued grievances.**

 **Communicated information to E-Board members about issues facing the Local**

 **If any member of Local 404 feels they are not being represented by our Union, please let me know. We cannot fix problems if we do not know there is a problem.**

**We ask that all members who are interviewed as non-subjects in an investigation, request Union representation. If management refuses, then members should refuse to answer questions. Participation in investigations is completely voluntary and they cannot coerce you to answer their questions. We need to do this to compel management to discontinue their practice of refusing to allow Union representatives into investigations.**

* **Vice President - Administrative -Matt Stenger: I’ve attended MSOP and FMHP meet and confers this month. Also filed a class action grievance on behalf of the 12-hour shift employees that had their holiday hours reduced to 10 hours because a bad interpretation of the contract by HR. We had a great turn out for the AFSCME holiday party so thank you to everyone that attended. If you have any questions or concerns, please reach out to me.**
* **Vice President - Steward Coordinator – Eric Hesse**
* **Chief Steward Lower Campus – Kyle Heinze: This past month I have attended NEO, attended meet and confer, attended the local meeting, talked with members, and answered questions. Followed up with nonmembers and encouraged them to join. Met with HR to talk about members concerns. If any members have questions or concerns, please reach out to me and I will try to help.**
* **Co-Chief Steward FMHP and Nursing Home – James Kibler**
* **Chief Steward Communications / Membership / CBHH – Eric Manriquez**
* **Chief Steward Overnights – Cory Moon: Filed multiple grievances at step1, attended meet and confer, met with Becky to discuss ongoing concerns for Grove-A as well as reiterated interest in putting together a meeting between direct care staff, Grove-A leadership, the union and administration staff.**
* **Chief Steward CARE – Rick Pitts**
* **Co-Chief Steward FMHP / Nursing Home – Marvin Sullivan**
* **Chief Steward MSOP – Nick Weerts: The last month I attended our MSOP Labor Management meeting. I also facilitated the MSOP Union NEO class and did seniority lot draws for both MSOP & Forensics.**

**I sat several staff investigations across MSOP & the FNH. I also filed multiple grievances on behalf of staff.**

**I continue to visit MSOP residential units when able and other support staff areas to check in with staff. I’m always reachable by phone/email if a concern arises and we don’t typically cross paths.**

**Communication continues to be key to our success & strength, so Members are encouraged to reach out with concerns/observations. Please see www.union404.com for all meeting minutes. I would encourage all members to reach out for accurate answers & information when they are concerned about something.**

* **Executive Board – Mike Hohenstein**
* **Executive Board – Jamie Schwartz: This month Nick Weerts and I have gone around to several units a couple of times to engage with members, inform them of what’s been going on, what’s coming up and answer any questions they have. I attended several NEO classes to help give presentation on AFSCME and welcome new members. I have also attended MSOP Labor Management Meeting, E-board Meeting, the General Membership Meeting and continue to track all grievances. Please send me your grievances and ALL responses to grievances.**

**Jamie Schwartz, E-Board**

* **Executive Board – Logan Smith**
* **Council 5 Field Representative – Suzanne Kocurek:**

**DHS policy committee meeting in South St Paul 2/16/24.**

**AFSCME Day on the Hill is 4/2/24.**

**State Employee Policy Committee (SEPC) is 5/3/24.**

**DCT Q&A updates have been shared out to statewide LMC group and DHS presidents.**

**Suzanne Kocurek**

**AFSCME Council 5 Field Rep**

**612-499-5786**

**Old Business:**

* **FMHP Grove A staff concerns were discussed during the forensic labor management meeting. Please see the 2/15 meeting minutes for more details.**

Our holiday party had a good turnout. Hopefully, we can have another one next year.

* **AFSCME Day on the Hill will be on Tuesday, April 2nd 8am-5pm.**
* Extra vacation slots were requested, members that would like to attend, please email eric.a.manriquez@state.mn.us . If we have enough participation, we will rent a bus.
* A motion was made to pay for per diem and up to $1500 for the bus or mileage and parking by Matt Stenger and 2nd by Kyle Heinze. Passed

**New Business:**

* **SEPC (State employee policy committee) meeting will be on Friday, May 3rd 9am-3pm.**
* Members that would like to attend, please email eric.a.manriquez@state.mn.us
* We are allotted 15 delegates. \*If more members express interest in attending this meeting than we are allotted, we will vote at the March 21st General Membership Meeting. (4:30pm at Jake’s Pizza in Saint Peter)
* A motion was made to pay per diem and mileage for delegates by Matt Stenger and 2nd by Jamie Schwartz. Passed
* **46th Annual AFSCME International Convention will be on August 12th - 16th in Los Angeles.**
* Members that would like to attend, please email eric.a.manriquez@state.mn.us
* **AFSCME Council 5 convention will be on September 26th – 28th at the Delta, Marriott in Minneapolis.**
* Members that would like to attend, please email eric.a.manriquez@state.mn.us
* **Financial Responsibility Training.**
* This training is conducted by AFSCME International. Any AFSCME member who signs checks or conducts audits for their local is encouraged to take the class. Join fellow AFSCME leaders to develop these critical skills. To register and attend the next Financial Responsibility Training, please call our Member Action Center at 651-450-4990 or 1-800-652-9791, or by email at Council5@afscmemn.org . Check the Council 5 website calendar for any scheduled trainings. <https://www.afscmemn.org/council-5/calendar-events> .
* A motion was made to pay per diem for our Trustees to take the training by Matt Stenger and 2nd by Nick Weerts. Passed
* A motion was made to renew our yearly ZOOM subscription for $130 by Nick Weerts and 2nd by Jamie Schwartz. Passed
* A motion was made to purchase a white board for our union office for $128.37 by Kyle Heinze and 2nd by Steaed Doehring. Passed
* A motion was made to purchase 2 laptops for union officers (the current laptops are over 6 years old) up to $2,000 by Matt Stenger and 2nd by Cory Moon. Passed
* **The DHS Tuition Reimbursement Program is currently open and accepting requests for reimbursement.** The program is being offered to staff as outlined in the [Tuition Reimbursement Policy / DHS Intranet (mn.gov)](https://dhs.intranet.mn.gov/policies-procedures-forms/policies-summary/learning-development-policies/tuition-reimbursement-policy/index.jsp)

Documentation must be received at least 30 days PRIOR to the start date of the class to be approved for reimbursement. Employees are not eligible to apply for tuition reimbursement if the class has already started or ended.

Forms must be submitted to the DCT Tuition Reimbursement mailbox .

For questions or concerns, refer to the policy or email us at the address above.

* **Use of accruals when positive for COVID 19**

As we continue to see DCT employees testing positive for Covid 19 and deplete sick leave accruals, there has been ongoing discussions regarding the use of accruals. The decision has been made to allow employees who need to be out of the workplace due to a positive Covid 19 test to use their Vacation and/or Compensatory time accruals.

To be eligible to use vacation and/or comp time accruals, you must:

• first exhaust all sick leave accruals and

• provide a document from your medical provider indicating that you have a positive Covid test result

When you are contacted by the Occupational Health Team to have your risk assessment completed, they will ask you if you want to use your additional accruals.

Your medical statement will need to be provided to the Occupational Health Team at dct.occhealth.dhs@state.m.us prior to having the use of vacation and/or comp time approved.

Please continue to follow your established call-in procedures.

As a reminder, COVID alone is not an FMLA covered Serious Health Condition. It may be if you are incapacitated for three or more day and continue to receive medical treatment by a health care provider, or if you’re admitted to a hospital overnight, as defined in the regulation.

Please reach out to DCT.leave.management.dhs@state.mn.us if you'd like to start the FMLA process.

Good and Welfare:

**RETIREMENTS:**

Scott Axtell, Dennis Mata, Mary Keller, Mark Huffman, Al Aspelund, and Brian Herberg (next month)

Congratulations to all of you!!

**Next meeting**

Next Meeting will be held at Jake’s Pizza in Saint Peter Time: 4:30pm

Adjourned at – 4:46pm