**MINNESOTA SEX OFFENDER PROGRAM**

**AFSCME LABOR/MANAGEMENT MEETING**

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

**January 11, 2023**

**12:00 p.m. – 2:00 p.m.**

Present: Steaed Doehring; Eric Manriquez; Jamie Schwartz; Nick Weerts; Heidi Peura; Lea Plonty; Matt Stenger; Paul Rodriguez; Tim Lokensgard; Bonnie Wold; Eric Christensen; Nikki Boder; Karen Holicky; Michelle Breamer; Troy Sherwood; Suzanne Kocurek; Gary Tollefson; Heather Coopman

**FOLLOW-UP ITEMS**

1. **Inverse Numbers – Operations & Health Services:**

Operations Inverse Hours - 368

* 1st Watch (16 staff) 72 Hours
* 2nd Watch (39 staff) 161.75 Hours
* 3rd Watch (32 staff) 134.25 Hours

Health Services Inverse Hours – SP 0 CPS 0

1. **Overtime Numbers – Operations & Health Services:**
* Operations – 3458.75 Hours
* Health Services SP - 23.5 Hours
* Health Services CPS – 17 Hours
1. **Vacancy Rates:**
	* **AFSCME Overall:** 16 %↓
	* **Overall:** 19.2 % ↑
	* **Security Counselor:** 17.2%↑
	* **Security Counselor Lead:** 6.9% ↓

1st Watch Vacancy Rate – 12% (4-5 vacancies - 2 are A-Team)

First Watch currently has the lowest vacancy rate, can we look at the need to bump staff? First watch is also the smallest group of staff, when second watch vacancy rates increase the first watch staff get inversed far more often.

TL – We can look at it.

2nd Watch Vacancy Rate – 14%

3rd Watch Vacancy Rate – 13%

* + **LPN:** (Perimeter) (CPS) 0%
1. **OJT Scheduling/Job Coaches*:***

A lot of job coaches are getting burned out by the number of new staff they are training. Some units are busy, and staff don’t feel like they have a lot of time to train. Sometimes there are no job coaches working and the new staff don’t have anyone training them that day. Do we need to add more job coaches or is this a scheduling issue?

11/16/23 Follow up: BW- I connected with Kyle Walter who oversees the new SC hires. Kyle shared we have, (had) 46 job coaches – many of them have since rec’d promotions or transferred so we are now limited, (currently working to add more).

• There are 17 days of OJT, 3 of which are at CPS.

• The perimeter has 37 modules and CPS only has 4 (Gary and the AGS’s are working to expand this) – so it makes sense that most of the time is focused inside.

• The focus is to have the book completed.

• As CPS continues to add more modules, the schedule will need to be reviewed/updated.

• We could look at adding an 8-hr. shift for the bid unit as an “observation day” not focused on the book.

Kyle always asks for feedback from our new employees on how to improve the OJT experience – we are always open to your feedback as well.

1/11/24-

BW – L&D is implementing a half day of job shadowing for new Security Counselors starting with the January 25th class and will eventually try a full day during the first part of NEO to provide a stronger frame of reference for new employees as they take more detailed courses during the last half of NEO.

**MANAGEMENT AGENDA ITEMS**

1. **Staff Work Accommodations:**

BW – There have been a lot of staff requesting work accommodations. Staff should go through the ADA for this.

[**Reasonable Accommodation policy**](https://dhs.intranet.mn.gov/policies-procedures-forms/policies-summary/equal-opportunity/reasonable-accommodation-policy/index.jsp)

**Requesting a Reasonable Accommodation in a Current Job:**

As a current DHS employee you may ask for a reasonable accommodation at any time during your employment.

You can make the request for reasonable accommodation to a supervisor or other management personnel, Human Resources (“HR”) personnel, or the ADA Coordinator. The request can be made in person, over the phone, or in writing.

You may have to provide supporting information that explains how the requested reasonable accommodation will help you perform the essential functions of your job. Please use the following forms if you are asked to provide this information: Request for Reasonable Accommodation form. Authorization for Release of Medical Information. These forms are also available in alternate formats.

You should return all forms and requested documentation to the Americans with Disabilities Act Coordinator (“ADA Coordinator”) within 15 days of your request.

After all forms are received, the ADA Coordinator will meet with you and your supervisor (“engage in an interactive process”) to discuss your request.

If you disagree with a decision about your request for reasonable accommodation or believe that you have been retaliated against for making the request, you may follow the Grievance Procedures listed at the end of this policy.

E-Mail DHS.ADA@STATE.MN.US

<https://dhs.intranet.mn.gov/assets/accommodation-request-employee-form_tcm1127-381248.docx>

1. **Safety Committee:**

BW - Attendance at the safety committee meetings has not been sufficient for a quorum. AFSCME needs to be represented at these meetings.

AFSCME leadership is not sure of the dates/times of these meetings. Can we get a list of the meeting dates?

The Safety Committee Meetings are the 3rd Tuesday each month from 1:30 – 2:30pm.

Steaed Doehring volunteered to be on this committee.

Erin Monroe is the safety administrator for MSOP.

1. **COVID:**

NB – Covid is back.

Direct care staff are requesting to be included in committee meetings, we feel that we could provide valuable input.

P2N will remain our quarantine/isolation unit.

1. **HR:**

Heather Coopman has joined our HR team. Welcome

No HR contact changes at this time.

**The Pexton sally port will be under construction starting January 8th. - Expected to last 3 weeks.**

During this construction period, all traffic entering/exiting the perimeter will flow through the Pexton Visit Room.

Staff will continue to get their keys by entering the Pexton sally port before they go through the visit room or may have to enter the building and then go to the Pexton sally port. This will depend on what door is currently being worked on.

Visits will not be cancelled during this construction period so please be quiet and courteous while moving through the visit room.

[**Human Resources will be updating how FMLA is processes effective January 3, 2024.**](https://workplace/dct/Lists/DCT_Annoucements/Attachments/12014/FMLA%20Processing%20Update%20January%202024.pdf)

* **[HR/LR Policy #1337](https://mn.gov/mmb/assets/1337-sickleave_tcm1059-324634.pdf)**

**[Sick Leave](https://mn.gov/mmb/assets/1337-sickleave_tcm1059-324634.pdf) UPDATED 01/01/2024**