# MINNESOTA SEX OFFENDER PROGRAM

## AFSCME LABOR/MANAGEMENT MEETING

St. Peter – HR Conference Room – Microsoft Teams
Thursday April 10, 2025
12:00 p.m. – 2:00 p.m.

### Present:

Joe Bluhm; Ryan Cates; Steaed Doehring; Krista Gilpin; Suzanne Kocurek; Tim Lokensgard; Heidi Peura; Lea Plonty; Eric Manriquez; Jamie Schwartz; Nick Weerts; Eric Hesse; Marie Hartman; Michelle Sexe; Gary Tollefson; Teri Hable; Troy Sherwood

**Reflections/Celebrations:**

## CPS now has two new staff bicycles available for outings—thank you to everyone who helped make it happen!

## FOLLOW-UP ITEMS

### Vacancy Rates:

|  |  |
| --- | --- |
| AFSCME Overall | 11.8% - *Previous Month 16.1%* |
| Saint Peter Overall | 13.1% - *Previous Month 16.4%* |
| Security Counselor | 12.5% - *Previous Month 15.0%* |
| Security Counselor Lead | 6.7% -*Previous Month 20.0%* |
| Health Services SP  | 35.6% - *Previous Month 21.6%* |
| Health Services CPS | 0% - *Previous Month 0%* |

### Security Counselor Vacancy Rates by Watch:

|  |  |
| --- | --- |
| 1st Watch | 4% - *Previous Month 2%* |
| 2nd Watch | 3% - *Previous Month 4%* |
| 3rd Watch | 10% - *Previous Month 13%* |

### Inverse Numbers – Operations & Health Services:

|  |  |
| --- | --- |
| Operations Total | 270.75 Hours -*Previous Month 240 Hours* |
| 1st Watch Staff inversed into 2nd Watch | 40 Staff for 167 Hours |
| 2nd Watch Staff inversed into 3rd Watch | 22 Staff for 99.5 Hours |
| 3rd Watch Staff inversed into 1st Watch | 18 Staff for 114.5 Hours |
| Health Services SP |  0 Hour |
| Health Services CPS |  0 Hours |

### Overtime Numbers – Operations & Health Services:

|  |  |
| --- | --- |
| Operations Total | 4238.25 Hours - *Previous Month 3116.75* |
| Health Services SP | 4 Hours |
| Health Services CPS | 7.75 Hours |

### Construction Updates:

**MS:** The project is currently in the demolition phase, with reconstruction scheduled to begin next week. A temporary wall has been installed inside SRE and is expected to be completed next week.

**TL:** The perimeter camera project is ongoing and anticipated to take a couple of months to complete.

**AFSCME:** There are ceiling tiles with holes remain where old cameras were removed. These need to be replaced.

**TL/TS:** Acknowledged.

### Perimeter Lead PCN: (3rd Watch UP)

**TL:** This should be posted anytime now.

### Sick Leave Line for SCs:

**TL:** MNIT is working on getting the process in place.

### Opening Galls Site to More Options for Both Perimeter and CPS Staff:

**AFSCME:** Can we have more items added to the MSOP Galls ordering? A lot of items are out of stock, and staff at CPS would like the option to order polos.

**MH:** Galls will be onsite at the end of June for a return and resizing event.

**AFSCME:** We're also asking that the uniform allotment be increased due to recent price increases.

## Radio Room:

**TL:** The radio room is currently being used in the perimeter.

### Quarantine Isolation Units:

**KG:** Our infection preventionist, Anna Zuk posted an [Isolation Fact Sheet](https://workplace/dct/Lists/DCT_Annoucements/Attachments/14024/Isolation%20Fact%20Sheet%20for%20MSOP%20Staff.docx) on the SharePoint.

**AFSCME:** Can we look at having some consistency as far as staffing.

**TS:** We will look at it.

### NEO Union Presentation Time:

**AFSCME:** The presentation time has been restored to one hour—thank you.

### Sliding Windows/Reinforcement:

**TL:** The lock has been installed on 2E. The slider reinforcements should be installed next week for the other SH units.

**AFSCME:** What about the Half-Door on 2E?

**TL:** I will check with Ben.

### Workplace Culture/Staff Morale Meeting:

**AFSCME:** We’d like to set up an informal meeting to discuss workplace culture and staff morale.

**TS:** Nancy Johnston released a memo regarding professionalism, which has been discussed in both management and lead meetings.

## Multi-Factor Authentication Keys:

**AFSCME:** What is the status of this?

**TL:** MNIT is sending them out slowly, they had to order a lot of them.

**AFSCME:** For the staff that have not received the email from MNIT, can you post a Home Page Announcement?

**MH:** Yes.

### Adding Some 10-Hour Shifts (Perimeter/Nocs):

**AFSCME**: When this was brought forward in February, it wasn’t about whether it benefits administration—it was brought up because staff are asking for it. We believe it’s worth considering adding a couple of 10-hour shifts.

## MANAGEMENT AGENDA ITEMS:

## Commending SCs for Consistency, Compassion, and Collaborative Support Across All Watches/Units:

**TS:** We want to thank all SCs for their continued consistency, compassion, and teamwork across all watches and units. There has been a significant increase in workload recently including new admissions, supporting our aging population, and implementing complex health care plans. Your efforts have not gone unnoticed and are greatly appreciated.

**AFSCME:** There is a substantial amount of documentation required on these units, and the current “drop-down” workstation isn’t a practical solution—it’s located off the unit. To maintain safety and efficiency, each unit station needs a second computer so staff can complete required documentation without leaving the area.

## Recruitment Fair April 15th in Mankato:

**TL:** We’re sending two SCLs - Brandon Larson and Zach Thompson to the event.

## AFSCME AGENDA ITEMS:

1. **Perimeter Wheelchairs:**

**AFSCME:** What’s the process for getting the perimeter wheelchairs repaired or replaced? Most of them are broken, and staff are concerned about the risk of dumping a client in full restraints because the chairs are in such poor condition.

**TS:** The transport lead should inspect the chairs and reach out to me.

**KG:** If it’s a client’s personal wheelchair that needs repair, staff should notify Tiffany or KG.

## Green Acres Staff Lockers:

**MS:** There are about 10 cupboards available in the clinical area at Green Acres. We’re currently working on an option to allow staff to lock them.

## Perimeter Unit Furniture:

**AFSCME:** What’s the rationale behind replacing the butcher block chairs with fabric-covered ones? How do we clean them? There are also safety concerns—staff feel the butcher block chairs are too heavy to be easily thrown, which is a benefit in high-risk environments.

**TL:** The current chairs are over 20 years old and were already budgeted for replacement.

**TS:** I’ll follow up on the cleaning process for the new fabric chairs.

## Mop Drying:

**AFSCME:** Is it sanitary to hang the dirty mops and have the air blowing throughout the buildings?

**TS:** We can have Erin with safety look at this and see if there is something she recommends.

## Announcements/Shift Change Verification:

**AFSCME:** Can we have this organized by unit/building and dated?

**TL/MH:** Okay, we will clean it up.

## CPS “Pop Quiz” Audits:

**AFSCME:** Why are supervisors conducting these “pop quiz” audits? Is this related to the ML audit? There was no communication or background provided to staff.

**GT:** We are going up to do the ML audit. We are working on creating an audit tool for all the departments to prepare for when ML comes for our audit next time.

**AFSCME:** We all want staff to be informed. If this had been brought to Labor Management first, we could have helped communicate the purpose to our members and shape the narrative more effectively.

## Supervisor Check-In Meetings:

**AFSCME:** Is there a standard for these check-in meetings? Some staff are having them weekly, others monthly, and some only during annual reviews. Staff have shared they do not want weekly check-ins.

**MS:** The Succession Planning Workgroup is developing a training, standard, and talking points for these meetings, with a focus on career advancement. More information will be coming.

**TL:** Policy states these should occur monthly, but practices vary by department.

## HR on Campus:

**AFSCME:** Are we going to have HR back on campus?

**TH:** HR is currently impacted by the Governor’s remote work order. Conversations are ongoing about what future HR presence will look like. We’ll let you know once a decision has been made.

## Management ADD-ON

## CPS Radio Room:

**GT:** The radio room at CPS is being set up. It shouldn’t significantly impact security operations, and the AOS group will be responsible for managing controlled items checks.

## CPS Outings to Furball Sanctuary:

**MS:** Volunteer outings to the Furball Sanctuary will be staffed with two SCs. If SC staff have allergies, they should let the AOS group know so they are not scheduled for this outing.

## HWY. 169/Washington Ave.

**TL:** MNDOT is permanently closing the northbound Highway 169 turn lane at Washington Avenue on 4/16. Staff should use the Upper Access or Jefferson Avenue as alternate routes.