# MINNESOTA SEX OFFENDER PROGRAM

## AFSCME LABOR/MANAGEMENT MEETING

St. Peter – HR Conference Room – Microsoft Teams  
Thursday May 8th, 2025  
12:00 p.m. – 2:00 p.m.

### Present:

Eric Christensen; Lea Plonty; Jamie Schwartz; Michelle Sexe; Nick Weerts; Paul Rodriguez; Eric Manriquez; Tim Lokensgard; Bonnie Wold; Joe Bluhm; Steaed Doehring; Ryan Cates; Troy Sherwood; Marie Hartman; Krista Gilpin; Suzanne Kocurek; April Forse

**Reflections/Celebrations:**

## FOLLOW-UP ITEMS

### Vacancy Rates:

|  |  |
| --- | --- |
| AFSCME Overall | 13% - *Previous Month 11.8%* |
| Saint Peter Overall | 14.9% - *Previous Month 13.1%* |
| Security Counselor | 15% - *Previous Month 12.5%* |
| Security Counselor Lead | 3.3% -*Previous Month 6.7%* |
| Health Services SP | 41% - *Previous Month 35.6%* |
| Health Services CPS | 0% - *Previous Month 0%* |

### Security Counselor Vacancy Rates by Watch:

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

### Inverse Numbers – Operations & Health Services:

|  |  |
| --- | --- |
| Operations Total | 469 Hours -*Previous Month 270.75 Hours* |
| 1st Watch Staff inversed into 2nd Watch | 41 Staff for 174.5 Hours |
| 2nd Watch Staff inversed into 3rd Watch | 58 Staff for 244 Hours |
| 3rd Watch Staff inversed into 1st Watch | 12 Staff for 50.5 Hours |
| Health Services SP | 8 Hour |
| Health Services CPS | 0 Hours |

### Overtime Numbers – Operations & Health Services:

|  |  |
| --- | --- |
| Operations Total | 3894.75 Hours - *Previous Month 4238.25* |
| Health Services SP | 7.5 Hours |
| Health Services CPS | 4.5 Hours |

### Construction Updates - CPS:

**PR**: Demo work continues at Sunrise and Tomlinson. Estimated project completion is 12–18 months.

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

**TL:** The PTR was submitted on 3/31. We are waiting on the posting.

### Sick Leave Line for SCs:

**EC:** Testing will begin soon. The sick line will forward to the OD cell 45 minutes prior to shift start.

1. **Opening Galls Site to More Options for Both Perimeter and CPS Staff:**

**PR:** Discussions are ongoing. Some concerns remain about pseudo-uniforms (e.g., matching polos).

**AFSCME:** Could the clothing allotment be increased? Galls prices have gone up.

1. **Quarantine/Isolation Unit Staffing Consistency:**

**TS:** Consistent staffing remains a challenge on this unit.

### Perimeter Wheelchairs:

**EC:** Three new wheelchairs have been ordered.

### HR on Campus:

**HP:** No update. We are still awaiting further information.

### Mop Drying:

**MH:** I will follow-up with Erin Monroe.

### GAW Staff Lockers/Cupboards:

**MS:** I'm working with Maintenance to explore available options.

## MANAGEMENT AGENDA ITEMS

### Opening the 8th Unit:

**TS:** Due to Shantz nearing capacity and the need for more single rooms, we are considering reopening the 8th unit. Staffing has not yet been finalized.

### Hospital Coverage Workgroup:

**EC:** There will be an 8-hour class for new staff covering Transports and Hospital Coverage. Newer staff will be paired with trained staff; we want to avoid sending two new staff together.

## AFSCME AGENDA ITEMS

### Client Care due to Increased Acuity & Unit Staff Roles/ Nursing Care Plans:

**KG:** We are streamlining the structure and clarity of care plans and outlining clearer expectations for unit staff. Three clients are currently on the waitlist for FNH.

**MH:** Updates will include clearer guidance regarding hygiene and bathing tasks.

### 1st watch Health Services/Inversing:

**KG:** Approval has been received for an additional overnight nurse; a posting is expected soon. When inversing occurs, we attempt to relieve the nurse as soon as possible.

### Cold Beverages in the Perimeter:

**AFSCME:** Staff are asking about being allowed cold soda or energy drinks in the perimeter.

**EC:** I’ll follow up to see if a refrigerator can be added to the Radio Room.

### SH2W Window Replacement Timeline:

**EC:** I talked with maintenance on Tuesday, and it should be replaced by June 1st.

**\**Reminder –*** Window Checks: Check the integrity of the caulking and window frame seam. Look for damage, irregularity, or tampering. If you see something of concern, secure the room and contact the OD. Do not pound on the window.

### Radio Volume:

**AFSCME:** Control Center radio transmissions are coming through significantly louder than others.

**EC:** This is the first I’ve heard of it—I'll follow up.

Note: If your radio has a microphone, use the mic’s talk button—not the radio’s handset—or your voice may not transmit clearly.

### IR Being Returned:

**AFSCME:** IRs continue to be returned over minor edits, delaying staff access to key information.

**EC:** I’ll speak with the ODs.

### WOOC Class for Lead Positions:

**AFSCME:** What’s the policy for filling a Lead vacancy with a WOOC if it lasts more than 30 days?

**LP:** There’s a reference policy, but it depends on the situation.

### CPS B-Team Coverage:

**MS:** The AOS will begin assigning two Green Acres staff as designated B-Team for CPS. We want to ensure the right response—not over-response or no response—during incidents. Bartlett, Sunrise, and post coverage staff will not be included in the B-Team pool.