

Meeting Minutes: Moose Lake AFSCME Labor/Management

Date: 11/04/2021
Minutes prepared by: Heather Staff
Location: Employee Development Room # 145; Microsoft Teams

Attendance

- Jason Anderson, Jenny Collelo, Christina St. Germaine, Eric Jacobson, Scott Limoseth, Art Miller, Sabrina Search
- Jordan Goodman, Tracy Johannsen, Terry Kneisel, Heidi Peura, Heather Staff, Cory Vargason

Management:

- October Meeting Minutes: Correction to last month's meeting minutes regarding education leave - requests for paid time off should go to scheduler and CC the supervisor.
- Staffing Update: There were 6 new Security Counselors who started in October. There are 7 Security Counselor vacancies that did not have internal bidders. . There is a meeting on Friday with AFSCME, Admin and Human Resources to discuss additional recruitment ideas. There was a smaller number of applicants in the last batch of Security Counselor candidates routed. Human Resources contacted 29 potential applicants today encouraging them to apply for the Security Counselor vacancies. The Security Counselor Lead Leveling process is underway to fill vacant positions.
- Overtime: Overtime and safety will be standing discussion items.
- COVID Updates: Clients will be returning consent form for COVID booster shots to health services this week. Booster shots are scheduled for November 17, 2021. There is not a definite decision on staff boosters. Boosters are publicly available and staff are able to get them if they choose. Vault notifies employee of positive COVID test results and CC's Human Resources. Employees are supposed to notify their supervisor of a positive result. Risk management will contact employees to ask who they were in direct contact with.
- Social Distancing – Small Office Spaces: There is a correlation between the COVID high risk notifications Administration is receiving and the amount of time staff are spending in small office spaces. The recommendation is not to spend more than 15 minutes in a small space.
- Human Resources Update: Heidi Peura accepted a position with CBS. Please continue to use the dhs.msop.hr@state.mn.us to reach Human Resources staff.
- N95 Fit Testing: 10 people remain to complete their N95 fit testing. Alternative methods are being discussed for those who do not fit in the N95 masks. Employees who do not pass will go through the ADA process.

Labor:

- 3rd quarter module correction conversations: There was an issue with the 3rd quarter module last week. Staff were contacted for not completing the module, however, they had actually completed this. AFSCME explained that some of the staff who completed the modules received corrective conversations even though they had actually completed the module. Admin confirmed that if correctives were issued and they were not warranted the corrective conversations should be removed. Jordan discussed that the process would be corrected going forward. Tammy Shelton is rounding up the forms and entering them in the learning management system. Staff should be in contact with their supervisor regarding the completion of the module if they did not receive credit.
- Lead responsibility for different areas, ie; Transport, A-team, BEU, Clusters, Count Control, Units and Utility Leads: Additional information is needed detailing the different responsibilities that Security Counselor Leads must complete specific to the area which they work in. Administration will review whether Post Orders would be a potential solution.
- Sub-classes- Night shift: In order to be on nights you need to be a level three staff or A-team trained. There was discussion about an employee being ineligible to bid for a position. Administration will follow up with the hiring scheduler. There was discussion about what to include for work hours in the internal posting for bidders.
- COVID Leave: There are concerns regarding employees exhausting sick leave for COVID. AFSCME presented that there may be instances where employees exhaust their accruals and may need sick leave again later. Terry explained that instances of ETL will be reviewed on a case – by – case basis. Human Resources explained that we would look at the employees sick leave accruals prior to testing positive for COVID when determining whether an investigation should be initiated for ETL following a positive COVID diagnosis.
- Bulletin Boards: There are union bulletin boards in various breakrooms. The area which used to be squared off in the bulletin board for AFSCME items is no longer there. AFSCME is also requesting to have bulletin boards added to additional break rooms in the maintenance area and the kitchen. Administration will look into these items.
- Lead Meetings: There was a Security Counselor Lead meeting in which there were some changes regarding client property. SC Leads approached AFSCME as the employees are having a letter added to their supervisory file. Administration explained that there is an expectation that SC Leads support and reinforce the DCT Workplace Relations – if we see behavior that does not support this policy, we need to stop it.

Date: Thursday, December 02, 2021

Time: 1:30 p.m.

Location: Employee Development Room 145 and Microsoft Teams

Agenda items: submit proposed agenda items to the local Human Resources representative (dhs.msop.hr@state.mn.us) no later than 4:30 p.m. Tuesday, November 30, 2021.