**Present: Ryan Cates, Marvin Sullivan, Becky Robinson, Steaed Doehring; Eric Manriquez; Cory Moon; Rick Pitts; Kyle Heinze; Roxanne Portner; Sarah Aili; Brian Wills; Suzanne Kocurek; Cassy Rydell; Scott Melby; Breanna Bullert**

**APPROVAL OF MINUTES FROM LAST MONTH:**

**The meeting minutes from last month were approved and posted.**

**REFLECTIONS / CELEBRATIONS:**

Employee appreciation is next Wednesday.

Restraint/Seclusion numbers have been low, the past couple of months, thanks to the good work done by staff.

Marvin is the new vice president for the local.

**OLD BUSINESS:**

**MANAGEMENT**

**AFSCME:**

1. **Weekend Bonus to include other AFSCME job classes - MOU:**

Jonelle currently has it.

1. **Shift In Progress:**

Look for an announcement – coming soon.

1. **Shift in progress – Physical Plant:**

SM – Scheduling is not responsible for that area; the supervisor is expected to evaluate needs.

Union leadership is asking that SIP be granted fairly for those staff.

1. **Can we get a Credit Card System to Pay for Parking (Medical Trips/Outings):**

SM – Is looking into this and will follow up with Mel Blais.

1. **Ironwood Update:**

BR – Planning on opening on 6/4. AVATAR/MTT is scheduled (has now been delayed until 7/16) for the following week, therefore adjustments to patient movement may be suspended to allow for its implementation. FSS to maintain their days off until 6/4.

**NEW BUSINESS:**

**MANAGEMENT AGENDA ITEMS:**

1. **Staff Accountability:**

BW – When looking into SIP, it has been noted that there are staff arriving late/leaving a little early. This interferes with the ability to feel confident about granting SIP, as we need to verify safe staffing.

SM – All disciplines need to be working their scheduled shifts.

**AFSCME AGENDA ITEMS:**

1. **LPN Vacation Offering Process:**

LPN’s follow the same vacation process as security. There are some discrepancies with ATLAS.

SM – Will follow up with Jodi.

1. **Upper Access Gate:**

The outgoing gate is 2 seconds slower than the incoming gate.

BW – Both of the gates are programmed the same, might be due to wear, we will keep an eye on this.

1. **Investigations Targeting Staff:**

Who approves investigations?

SM – Supervisors cannot initiate an investigation on their own, a manager and HR assigns investigations. Sometimes supervisors will do fact finding.

**ADD ON:**

1. **LPN Schedules – Grove C:**

RP – There is a larger pool of staff for vacation/mutuals. We are getting a lot of LPN candidates; we can review this.

Did the RN schedule changes affect the LPN schedules?

RP – LPNs were offered similar schedule options; we can look at offering the 8-8 shift option to the LPNs too.

1. **Staff Entering Units Without Telling Security Staff:**

When professional staff enter units, they should let security staff know, and wear a radio.

SM – I can reiterate this to the supervisors. Security staff can talk to them in the moment and remind them.

1. **Anti-Union Emails on State System:**

Can IT block these Emails on the state server from an outside source?

SM – Discuss with IT about blocking these.

1. **Avatar/MTT Roll-Out:**

Staff have expressed concerns regarding the MTT roll-out.

SM – The roll-out is occurring across all DCT programs. We will be troubleshooting/fixes during the roll-out.

Send concerns to Scott Melby and Roxanne Portner. \*The go-live date has now been deferred until 7/16. Staff are encouraged to participate in training and practice opportunities facilitated in preparation.

1. **Changing Investigators During Investigations:**

BR – Generally we try not to do this.

1. **Prairie View North – A-Team Solo:**

A fire alarm went off on PVN and the only staff that was on the unit was A-Team. They could not respond until a member of staff came out of a morning meeting.

BR – We want direct care staff involved in these meetings. Can you get me more information? Yes

CR to get BR more information.

1. **Additional TSS Training Request:**

Can a new employee ask for additional TSS training?

SM – This sounds like an unusual situation; we would provide additional training.

BR – to follow up.

1. **Bathroom Monitoring (Staff) - Ironwood: Resolved.**

SM – This should not be happening.

BR – Was able to facilitate some follow up after the meeting and learned that there have been concerns related to the state the bathroom has been left in. Housekeeping has provided additional cleaning supplies to encourage that people are able to clean up after themselves, as necessary.

1. **Payroll Audits:**

SA – HR will investigate this, hopefully will have more information next week and will email RC/MS.