**Present: Ryan Cates; Becky Robinson; Steaed Doehring; Eric Manriquez; Cory Moon; Rick Pitts; Roxanne Portner; Sarah Aili; Brian Wills; Suzanne Kocurek; Cassy Rydell; Scott Melby; Jonelle Gressman; Michelle Chalin; Max Arroyo**

**APPROVAL OF MINUTES FROM LAST MONTH:**

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

**REFLECTIONS / CELEBRATIONS:**

 There are 10 FSS staff starting in the next NEO, this may bring the vacancy rate below 20%.

 There was good participation for the years of service event.

**OLD BUSINESS:**

**MANAGEMENT**

**AFSCME:**

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

SM – This is not the direction that we want to go. It is preferred that Security Counselors are working in SC shifts.

How is staffing in the Main Kitchen?

SM – It is a small work area, but we are steadily filling those positions.

1. **Shift In Progress:**

BR - Communications have been formulated, look for an announcement – coming soon.

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

SM – We are in the process of getting a card, we will need to make sure that it will work with the parking machines.

1. **Lead Leveling Process:**

We are requesting a meeting with HR; staff should be interviewing to get on the list.

RC - to follow up with the new DCT Recruitment Supervisor - April Blakesley.

**NEW BUSINESS:**

**MANAGEMENT AGENDA ITEMS:**

1. **Agenda Items for Meet and Confer:**

SM – Please send agenda items in advance, to allow time to prepare/ask for more info, if needed.

**AFSCME AGENDA ITEMS:**

1. **Flashlight Audits in Grove A:**

Cameras are being reviewed for the flashlight audits and it has expanded to other things/units. How long are the audits going to continue?

BR - The Joint Commission wanted a 3-month audit, should be completed around the end of July.

BR/RP – Will investigate audits that were expanded to the secure units.

1. **New Staff Given July 4th Holiday Off:**

Holidays are contractual, there are senior staff that are not happy that they were denied the holiday off.

SM – How many new staff were given the Holiday off? - 3

SM – Not sure why this happened, there are different circumstances for each, it could have happened during the hiring process, we are actively trying to recruit new staff.

**ADD ON:**

1. **Payroll Audits:**

How long are the audits going to continue?

JG - The audits have been completed and we are working with the affected staff.

What is the exact process/criteria that is being used to determine over/under payments?

JG – Not sure what the exact process is.

How many employees were affected?

JG – I believe it is approximately 80 employees (total) DCT wide. (Over payments/Under payments)

**2. July 1st $20 Minimum.**

 How is this going to work for these staff, are they going to move to a new pay grid?

 JG – I will investigate this process.

 RC – To send JG an email about the specifics that the union would like to know about the process.

**3. Staffing of the Bus for North Campus:**

Staff are concerned that the bus only has 1 staff – without a barrier and a non-working camera.

Discussion of a recent incident – A staff felt targeted by a patient and had to operate the bus with the patient on- board.

SM – A supplemental report should be written for incidents.

BR – HSS staff can make the determination if a patient needs to remain on the unit, until more discussion can take place. If something were to happen on the bus, law enforcement would need to respond.

BR – Will bring to managers for discussion.