**Present: Ryan Cates; Becky Robinson; Steaed Doehring; Eric Manriquez; Cory Moon; Rick Pitts; Roxanne Portner; Cassy Rydell; Jonelle Gressman; Michelle Chalin; Kyle Heinze; Marvin Sullivan; Teddy Wondra**

**APPROVAL OF MINUTES FROM LAST MONTH:**

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

**REFLECTIONS / CELEBRATIONS:**

The snacks for staff were nice.

There are 9 FSS staff in NEO.

Day/Evening SIP has started, it is going well.

**OLD BUSINESS:**

**MANAGEMENT**

**AFSCME:**

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

**BR:** I followed up with Heather and the Safety Committee. The lease for the bus is up, and we are asking for additional features/options for the new bus.

DOT guidelines prohibit counting the driver as coverage. If a patient does not have independent liberties in the community, there should be a second staff member to accompany patients needing transport from north campus to the main campus.

**BR:** Will follow up on this.

1. **Electronic Payment Method to Pay for Parking (Medical Trips/Outings):**

**BR:** Scott Melby is working on this.

1. **Generic Computer Log-in for Staff to Use for Patients:**

Staff are uncomfortable using their personal log-in credentials for patients while they are not being directly supervised.

**BR:** Patients should not be operating the computers. Summit center is available for patient use. A universal log-in is currently being developed. Please let me know about specific issues (e.g., web browsing).

**NEW BUSINESS:**

**MANAGEMENT AGENDA ITEMS:**

1. **B/C LPN 10-hour Night Positions (4):**

**RP:** We are adding (4) 10-hour NOC LPN positions to Groves B/C due to needs. They will be posted soon.

1. **FSS/L Shift in Progress:**

SIP is live and working. Let Teddy Wondra know of any issues as we continue to improve.

1. **Grove A Non-Secure (HSSS) Scheduling Survey:**

**BR:** Preferences varied across the board. Charles and Heather will follow up with those involved regarding the start/stop times. We have been approved to add (8) RPLs, but we will hold off on posting these until the scheduling pattern is finalized.

1. **Juniper:**

**BR:** Juniper is going to remain open; we are appropriating (6) FSSs and (1) Lead. Kevin Mueller will be the GS and there will be centralized coverage for clinical needs. The need for that unit to remain open is highly likely.

Postings for these positions should be on the 30th.

1. **NOC Shift Time Entry Adjustments:**

Some NOC staff had had their time entries changed without any communication. Anyone making a change to a timesheet should be make a comment and email the staff member.

**JG:** If adjustments are needed, staff need to work with their supervisor and payroll to submit an amended time entry. I fully understand the impact this has, and staff need to be paid what they are entitled to.

**ADD ON**

1. **Quality Department Projects:**

We are looking to promote the scope and role of projects such as the Direct Care Service Delivery Plan and Alternative Scheduling Patterns, which were collaborated on during the AFSCME Workgroup with a joint presentation. Anyone interested in working on presentations should let Becky know.

**AFSCME AGENDA ITEMS:**

1. **Another PC or Laptop in the RPA Office:**

**BR:** Tammy has submitted a request for this and will give status updates at the Rehab meetings.

1. **An Updated Time Entry Guideline:**

Staff would like an updated cheat sheet for time entry that includes S22 and Y22.

**TW:** To follow up.

1. **Grove C - LPN Acuity and Staffing Levels / Emergency Inversing:**

We request that contract language be followed (RN vs. LPN inversing). Several examples were shared.

**TW:** To follow up.

1. **FLSA Adjustments (12 Hour Shifts):**

Some LPNs who mutually agree to double shifts are seeing FLSA adjustments on their pay stubs. We ask that HR check into this to avoid a pay-back issue.

**RC:** To send Jonelle some examples.

1. **NOCS Staffing Assignments:**

We are asking for a consistent process for NOC staffing assignments (OT / Regular staff / Tank / Unit).

**BR:** Will talk with Managers/Supervisors and make this the topic for the work group next month.

**ADD ON:**

1. **Pharmacy Tech OT vs Flex:**

Are pharmacy techs allowed overtime?

**BR:** To follow up.

1. **LPN Mutuals Being Unreasonably Denied:**

Some LPNs had their requests to mutual shifts denied a week in advance. This is not reasonable.

**RP:** To follow-up.

1. **Hairstylist Classification:**

If there are increased duties, such as supervising patients that are not reflected in the classification, a conversation with the supervisor would be the first step in the process to ensure the correct classification.

A job audit could be requested by the employee. [Job classification and audits / DHS Intranet (mn.gov)](https://dhs.intranet.mn.gov/hr-payroll-benefits/human-resources/job-classification/index.jsp)