**Present: Ryan Cates; Becky Robinson; Steaed Doehring; Roxanne Portner; Jonelle Gressman; Kyle Heinze; Marvin Sullivan; Scott Melby; Sarah Aili; Suzanne Kocurek; Logan Smith**

**APPROVAL OF MINUTES FROM LAST MONTH:**

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

**REFLECTIONS / CELEBRATIONS:**

* **Vacancy Rates:**  
  Vacancy rates have dropped to below 15% for FSS, with very low rates for LPNs, and all HSSS vacancies have been filled.
* **Joint Commission Survey:**  
  The Joint Commission Survey reported very few findings, and the surveyors were highly impressed by our staff. Kudos to the direct care team for their excellent work!

**OLD BUSINESS:**

**MANAGEMENT**

**AFSCME:**

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

**BR:** The lease for the bus ends on 8/30 and we are exploring options for additional safety features.

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

**SM:** I am still working on this; the structure isn’t in place yet. Hopefully, it will be soon.

1. **NOCS Staffing Assignments:**

This will be addressed in the AFSCME workgroup.

1. **NOC Holiday Issues/Schedule Changes:**

Accruals and pay were affected for NOCS staff during the Juneteenth Holiday.

**SM:** How many staff are still impacted?

**JG:** The number is unknown, but there is an active grievance. Payroll is completing an audit of affected staff. Staff should work with their supervisor to submit an amended timesheet to payroll. For assistance, email the Forensic HR Mailbox at [dhs.forensics.hr@state.mn.us](mailto:dhs.forensics.hr@state.mn.us) or contact Jonelle Gressman.

1. **LPN Acuity and Staffing Levels:**

**RP:** We had two LPNs start in August, with another set to begin in September. We are continuing to hire and will bring teams together for discussion.

1. **Overpayment/Underpayment Notifications:**

A new round of letters has been sent to staff.

What is the process for the step increase? (Start date vs. Progression date)

**JG:** Each person's record is being reviewed, and notifications will be sent out by next week. I'll follow up with Denise regarding the process. Teri is looking into the internal equity request.

1. **Pharmacy Techs (Flex vs. OT)**

Are Pharmacy Techs eligible for OT?

**SM:** I will work on this.

**RP:** I believe they are eligible for OT.

**JG:** There is AFSCME contract language which allows for hours balancing.

**NEW BUSINESS:**

**MANAGEMENT AGENDA ITEMS:**

**ADD ON**

**AFSCME AGENDA ITEMS:**

1. **FMLA Issues this Year:**

Staff have reported that their FMLA paperwork is being denied or receiving no response from leave management, and responses are slow.

**JG:** I will follow up with Emily Samarzia.

1. **Keys (Timing Out):**

Staff working 12-Hour shifts are being told they must switch their keys out after 8 hours.

**SM:** The keys time out based on the staff; it’s a safety/security issue. Brian will review to ensure that staff keys time out based on their regularly scheduled shifts.

1. **NOCS Schedule Changes:**

The direction given to staff (using accruals) is a contract violation.

**SM:** I hear you; we are doing our best to work through this.

**SK:** This was discussed at the DCT statewide meeting. A statewide grievance has been filed on this issue, and a class action has been filed regarding the Juneteenth issue.

**JG:** We are moving forward with the direction provided regarding schedules and time reporting.

1. **Scheduling:**

Some staff are being scheduled for an early shift on their Friday and a late shift on their Monday. Can we establish a process for staff being able to indicate if this is something they prefer?

**BR:** This is something to consider. The schedules are posted 28 days in advance, so employees can work together to swap shifts.

**ADD ON:**

1. **Can We Add Some Weekend Days Off? (Sat/Sun):**

**BR:** This could be a possibility in the future.

1. **Ending Overtime for Other Classifications Working as SC/FSW:**

We are monitoring this practice and would like to move away from this in the future.