**Present: Ryan Cates; Becky Robinson; Steaed Doehring; Roxanne Portner; Jonelle Gressman; Kyle Heinze; Marvin Sullivan; Scott Melby; Suzanne Kocurek; Eric Manriquez; Richard Pitts; Brian Wills; Cory Moon; Cassy Rydell; Michelle Chalin**

**APPROVAL OF MINUTES FROM LAST MONTH:**

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

**REFLECTIONS / CELEBRATIONS:**

* **Vacancy Rates:**  
  Vacancy rates continue to decrease due to successful recruiting efforts.
* **Forensic Nursing Home Annual Survey:**  
  The Minnesota Department of Health survey went very well. The last one took place about 5 years ago.

**OLD BUSINESS:**

**MANAGEMENT**

**AFSCME:**

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

**BR:** No update currently. We are looking into DOT staffing guidelines.

**MS:** Will work to provide BR the DOT staffing guidelines.

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

Concerns were raised by Grove A LPNs regarding being inversed for RN shifts, not following the established practice.

**RP:** We are reviewing the staffing numbers in each area. Some shifts could be filled with either an RN or an LPN. We are trying to balance staffing based on available resources.

Grove A LPNs want to be treated fairly and with respect.

**RP:** Will review this.

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

Are Pharmacy Techs eligible for OT?

**SM:** The pharmacy has a process for extra hours that aligns with the contract. They are not being inversed, but overtime needs to be approved in advance by their supervisor. I will continue to monitor this.

1. **NOCS Staffing Assignments:**

This will be addressed in the AFSCME workgroup.

**NEW BUSINESS:**

**MANAGEMENT AGENDA ITEMS:**

1. **NOC Shift – 4/10 Shifts:**

**BR:** A communication will be coming out regarding Grove-A Non-Secure HSS interest in 4/10 NOC positions. It will not be mandatory. A mix of 8/10-hour shifts should work. We have begun posting the 10 additional Residential Program Lead positions. There are also plans to add some 10-hour day mid-shift positions based on staff interest.

**RP:** Grove-A LPNs will also be offered 10-hour shifts, which will not be mandatory.

1. **HR Call Que:**

**JG:** The Forensic HR group has a shared phone number, 651-431-3510, that will be staffed during the day and have voicemail. HR staff will continue to have individual phone numbers. Calling the shared number will allow staff to speak to someone available at that time, improving response times.

**AFSCME AGENDA ITEMS:**

1. **Shift in Progress- Process for Vocational Staff:**

Vocational staff are asking for a consistent and fair process for SIP.

**SM:** We will work on ensuring consistency, aiming for an 8am standard.

1. **Vacation Slot Numbers:**

The number of vacation slots was reduced in 2020. With increased staffing, can we explore adding more vacation slots?

**BR:** We will look into this.

1. **Early OT Starting Time:**

Some staff prefer to start at 7am when working a double shift.

**SM:** There may be variables based on staff preference.

**BW:** We can look at it.

1. **Atlas Glitches:**

Some staff are reporting that they are signed up for OT in Atlas, but it is not populating for the AODs.

**SM:** Different classifications have different views in Atlas. Please send specifics to Jodi when issues arise.

There is also confusion about NOC Vacation/OT sign-up in Atlas.

**SM:** We will work on developing an FAQ with Jodi.

1. **Intermittent Shortages of Clean Laundry:**

Some units were short on clean laundry during the holiday. Is it possible to have laundry back on this campus?

**SM:** I am typically alerted about shortages. Hoarding of clean linens by units can cause issues. Steve Sturlaugson is a good resource for addressing this. Having a laundry facility on campus is possible, but it’s not likely in the near future.

**MC:** The Nursing Home is looking at a laundry project to make improvements to the current process.

**ADD ON:**

1. **Hiring Bonus:**

Some staff were promised a hiring bonus but are being told that it is on hold.

**JG:** The hiring bonuses are currently under review and on hold. We will provide additional information when it becomes available.

AFSCME leadership is asking that management advocate for these staff.

**JG:** I hear your concerns, and I will carry this message forward.

1. **Cameras/Monitors:**

Some of the equipment that staff check out is not functioning properly.

**BW:** Dan will follow up on this.

1. **Please refrain from contacting the AOD immediately after submitting SIP.**