**Present: Ryan Cates; Steaed Doehring; Roxanne Portner; Jonelle Gressman; Kyle Heinze; Scott Melby; Suzanne Kocurek; Eric Manriquez; Richard Pitts; Cory Moon; Cassy Rydell; Michelle Chalin; Antonino Guerrero; Jamie Schwartz; Sarah Aili; Kristen Hiner**

**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 MDH Survey:**
Two low-level citations were received, which is a positive outcome. This demonstrates the hard work staff have put in over the years.
* **FMHP Licensing Reviews:**

Licensing conducted two reviews of challenging cases. The interactions between staff and licensing were viewed positively.

**OLD BUSINESS:**

**MANAGEMENT**

**AFSCME:**

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

**SM:** The DOT guidelines regarding staffing has not been able to be located, this could be due to changes to requirements etc.

**AFSCME:** Can we continue to discuss staffing concerns regarding the bus?

**SM:** Yes, I will connect with the leadership of North Campus to review this further.

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

**SM:** I discussed a consistent process with Shon after last month’s meeting. No new concerns have been raised.

1. **Early OT Starting Time:**

**SM:** 6:30 am will be the consistent start time. We can review the process again if additional concerns arise.

1. **Atlas Glitches:**

**SM:** I spoke with Jodi after last month’s meeting, and some of the issues have been addressed. Please continue to send specific concerns to Jodi as they arise.

1. **Hospital Coverage Check Box on ATLAS:**

This process will be addressed at the AFSCME Workgroup.

**NEW BUSINESS:**

**MANAGEMENT AGENDA ITEMS:**

1. **New Employee TB Process:**

**JG:** There is an updated process statewide for new employees, with instructions included in the hiring packet. If employees do not complete it prior to their start date, they will receive notices on Days 1, 6, and 13. If it remains incomplete by Day 14, they will be placed on unpaid leave.

**RP:** This is not required for promotions unless the staff member has never met the updated requirement.

**ADD ON**

1. **Overtime for Other Classes Ending - 30 Day Notice:**

**SM:** We will proceed with ending overtime opportunities for other classifications working in the FSS and HSSS roles. However, food service staff will still be able to work overtime in FSW roles as needed.

Security Services will only be allowed to pick up residential overtime at the point of inverse, in accordance with contract language. The OD will stop calling out of the building for subsequent shift overtime. This information will be posted on SharePoint.

**AFSCME:** Union leadership disagrees with the restriction on Security Services picking up residential overtime and raised concerns about potential issues that may arise.

**AFSCME AGENDA ITEMS:**

1. **A-Team Assignments:**

This will be addressed at the AFSCME workgroup.

**SM:** If staff are scheduled for multiple days in a row, they can contact the AOD.

1. **Parking Lot:**

With it getting darker earlier, staff leaving while it is still light should park farther from the building to accommodate those leaving after dark.

**SM:** We have fixed some lights and are working on keeping the parking lot well-lit. This issue has also been discussed in other forums.

1. **OASI Overtime:**

**SM:** I am not aware of any overtime occurring for this classification.

1. **NEO Changes:**

**SM:** Based on feedback from new employees, classroom days will be reduced to 8. Some classes will be added to the OJT packet for completion while on the unit.

1. **Rescinding Vacation for Training:**

A staff member was unable to attend a train-the-trainer class due to a pre-approved vacation day (inside the 28 days). Can exceptions be made for such training opportunities?

**SM:** We can review this.

1. **Hairstylist Classification Inclusion in CERP:**

**JG:** We are working with the supervisor to follow the process outlined in the DHS Correctional Employees Retirement Plan (CERP) Policy.

1. **Overtime Assignments/Cancellations:**

**SM:** While overtime cancellations happen, I have not noticed a recurring pattern or identified any related issues.

**ADD ON:**

1. **FNH 10/8 Inversing:**

There are reports of staff working 8-hour shifts being inversed while 10-hour shift staff are not.

**MC:** I am not aware of this.

1. **Audits/Overpayments:**

Staff have reported receiving letters stating that money will be deducted from their paychecks. Has there been a change in policy?

**JG:** I am not aware of any changes but will check with Denise.

1. **Hiring Bonus Update:**

**JG:** Hiring bonuses are still on hold. Affected LPN staff have been notified, and more information should be available on 11/1.

1. **Grove A Roster:**

What is the purpose of the printed roster that staff are asked to initial upon arrival?

**SM:** I am not aware of this process and we will look into this.

1. **Grove A Sharps Process Change:**

Union leadership requested separating nursing sharps from security sharps if there are changes to the process for accounting for sharps.

**SM:** I will look into this.

1. **Hiring/PCNs/Vacancy Rates:**

Are there enough PCNs for the number of staff hired?

**SM:** Yes, we are hiring within the allotted number of PCNs.

**Vacancy Rates:**

* 14% Overall (Includes CARE)
* 10% Overall (Excluding CARE)
* 14.8% SC
* 8.7% SCL
* 18.9% FSSS
1. **SIP:**

Staff expressed concern about SIP ending due to a few individuals continuing to call the AOD, despite previous instructions not to do so. How can we manage this?

**SM:** SIP is beneficial when we can accommodate it. I will explore creative solutions to manage this issue.