**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; Sarah Aili; Becky Robinson; Brian Wills; Max Arroyo**

**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.
* **PEN Evaluator Visit:**  
  The evaluators met with some of the staff on the units and the visit went well.

**OLD BUSINESS:**

**MANAGEMENT**

**AFSCME:**

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

The need for a hospital coverage checkbox on Atlas was reiterated, with the task still pending with the vendor.

1. **OASI Overtime:**

Clarification was sought on OASI overtime, with no current reports of overtime being granted.

1. **Rescinding Vacation inside of 28 days for Training:**

The issue of rescinding vacation for training was raised again, with management stating they will follow the contract.

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

Discussion on staffing and safety features for the North Campus bus, with no specific MnDOT requirements found.

**BR:** Will check with fleet management regarding the projected timeline for the new bus.

1. **Number of Vacation Spots for Day/Evening SC/SCL’s:**

The number of vacation spots for Security Counselors was discussed.

**SM:** We are looking at it, there are no changes planned at this time.

**NEW BUSINESS:**

**MANAGEMENT AGENDA ITEMS:**

1. **Staff Leaving Early Without Authorization:**

Reports of staff leaving early without authorization were discussed, with management seeking to ensure safe staffing and proper shift changes. This is a concern for all classifications, not just Security Counselors.

**Please work your scheduled shifts.** Staff will be followed up with on an individual basis.

1. **Holiday – LPN Schedules:**

**RP:** LPNs with set schedules will maintain their days off during holidays.

1. **Discussion re: Security Services/FSS-Residential Work Areas:**

**BR:** The proposed MOU to consolidate security services and FSS residential work areas will not be pursued at this time.

1. **Employee Bidding:**

Issues with the notification process for employee bidding were discussed, with management/HR continuing to send monthly reminders.

AFSCME asks that employees are notified of successful bids before public posting.

**JG:** To follow up.

**ADD ON**

**SIP Requests:**

**Feedback requested by 12/13. Send to Theodore Wondra**

SIP requests proposed submission deadlines:

* Morning shift: Requests by 10 a.m., approved by 10:30 a.m.
* Late shift: Requests by 3 p.m., approved by 3:30 p.m.
* NOC shift: Requests by 11 p.m., approved by 11:30 p.m.
* Once accepted, you take it at the time that was requested and approved.
* Denials will be reflected on ATLAS.

SIP – Last half hour:

* NOC shift: Request by 5 a.m.
* Early Shift: Request by Noon
* Late Shift: Request by 8 p.m.

**AFSCME AGENDA ITEMS:**

1. **Weekend Days Off for Unit Staff:**

AFSCME requested an increase in weekend days off for unit staff.

**BR**: Management is exploring options to increase weekend days off by adding more positions linked to weekends. An additional position has been added to Redwood, Spruce, and Tamarack/Willow. Days off are Fri/Sat to Redwood, Sun/Mon to Spruce, and T/F to Tamarack.

1. **Staffing minimums (Main Kitchen)- There are on holidays, why not on regular workday:**

AFSCME raised concerns about the lack of staffing minimums on regular workdays, despite their implementation during holidays.

**SM**: There is flexibility in staffing to cover needs, but further checks with Carolyn are needed.

1. **AODS not calling out for advanced overtime; how is that going to work for the rest of campus especially the kitchen where there is no one to inverse? Why won’t they be doing this anymore?**

**SM**: Advanced overtime is a scheduling function. With the Kitchen we will adjust as needed.

**Grove A-LPNs no longer being allowed to do overtime in Grove B and C.**

There is a need to align overtime policies with contract language, particularly for LPNs, and address the fairness issue regarding RNs taking LPN slots.

**RP**: I can own that miscommunication, that this wasn't going to apply to LPNs, because it does apply to LPNs to different work areas, Grove A, Grove B, and Grove C, we are trying to align our practice with the contract language.

**AFSCME**: All LPNs in Forensics (MSH) go off one overtime sign-up per the supplemental agreement. If necessary, we will use the grievance process.

1. **False information accusing the Union of saying something or wanting something should not be happening- Union busting:**

There were supervisors telling our members that we're the ones that wanted overtime changes and we are not the ones that wanted overtime changes.

**SM**: We discussed this at a separate meeting, did it happen again?

**AFSCME**: No, but we want it in the meeting minutes.

1. **New Patient Urine Testing Policy:**

Discussion on the standardized urine testing procedures for new patients, with suggestions for improvements in processing areas.

**BR:** Will pass on the proposed refinements to the protocol to the policy drafters for consideration.

1. **Overpayment Notifications:**

Concerns about the overpayment notification process, including multiple notifications, changes in calculation methods, and confusion among staff. Issues with tax implications and W-2 accuracy were also discussed.

**JG:** The process involves multiple notifications if staff do not respond. I am not aware of additional auditing.

Staff can reach out to Jonelle Gressman.

1. **Overtime Calling – Being able to see a list of people that want OT to call in case of inverse:**

Discussion on the ability to see a list of people wanting overtime and the challenges of sharing private information.

The Facebook inverse page can be used as a workaround.

1. **Vacation Postings on ATLAS Outside of Contractual Timelines:**

Vacation requests submitted outside of contractual terms continue to appear on Atlas, leading to confusion. There is a need to prevent non-contractual vacation postings from appearing as available.

**SM:** To follow up.

1. **Hiring New Security Counselors at a Higher Step:**

Concerns were raised about hiring new SCs at higher steps without clear guidelines, questioning fairness and consistency.

**JG:** Security Counselors can be hired at steps one through three based on previous experience and internal equity.

**SK:** Offered that if there are specific cases to learn more about, AFSCME may connect with HR.

1. **Backup for Radios / Panic Button System:**

AFSCME highlighted radio reliability issues and proposed introducing panic buttons or other emergency systems.

The need for an ICS notification (Light) at North Campus was discussed.

**SM:** A panic button system could be a potential backup, but it has limitations.

**BW:** Management will be reviewing the Radio Failure Action Report – It will be coming out soon, and we are exploring options for radios. Recommendation for ICS notification (lights) was relayed to Safety to discuss at future FMHP Safety Team Meeting.

1. **Staff Morale- Pets in Unit Stations:**

The idea of allowing pets in unit stations was proposed to boost morale and increase job satisfaction.

**BR:** Management is exploring options to broaden access to animals in the facility. Current initiatives include regular visits from therapy dogs and plans to introduce bunnies for regular visits. Additionally, there is a proposal to reintroduce an aquarium to the ATS area, and Education/Rehab has submitted a proposal to discuss the possibility of having a therapy cat.

**SM:** Having residential animals might not be feasible due to potential issues, a therapy animal coming to visit is different than a pet that lives here.

Concerns about allergies, smells, infection prevention, and potential mistreatment of animals was discussed.

1. **Admission Policies:**

Clarification was sought on whether revoked provisional discharges count as new admissions in fiscal reviews.

**BR**: Revoked provisional discharges and movements between certain programs are treated as new admissions, such as between the nursing home and forensic mental health program.

1. **Agenda Item Responsibilities:**

Agenda items will no longer be provided in advance, as it is not required by the Contract- The Contract does not say we provide agenda items in advance, and we want to follow the contract exactly as written.

1. **Grievances:**

All grievances will now only be sent to supervisors and not be sent to HR- The Contract does not say we send to HR, and we want to follow the contract exactly as written.

1. **Interest-Based Problem-Solving Work Group:**

AFSCME will no longer participate in the Interest-based problem-solving work group, as it is different from labor management committees, involving multi-bargaining units and is set up for specific reasons.

It is not in Contract, and we want to follow the Contract exactly as written.

1. **Informal Discussions with HR:**

AFSCME will no longer have any informal discussions with HR- Informal discussions are not in the Contract, and we want to follow the Contract exactly as written.

**ADD ON:**