**FORENSIC SERVICES**

**AFSCME LABOR/MANAGEMENT MEETING**

**St. Peter – HR Conference Room – Microsoft Teams**

**February 20th, 2025**

**12:00 p.m. – 2:00 p.m.**

**Present:** Max Arroyo; Joe Bluhm; Ryan Cates; Steaed Doehring; Jonelle Gressman; Kyle Heinze; Scott Melby; Cory Moon; Becky Robinson; Cassy Rydell; Nick Weerts; Suzanne Kocurek; Denise Considine; Breanna Bullert; Raegan Juntunen

**Approval of Minutes from Last Month**

The meeting minutes from last month were approved and posted.

**Reflections / Celebrations**

* Gratitude was expressed for the staff who provided support during the unexpected passing of a patient on Linden.
* A patient ran away on Friday, but staff quickly initiated an ICS, and the patient was back in the building within 29 minutes. This was acknowledged as a remarkable response to an adverse event.

**Old Business**

**Management**

**AFSCME**

1. **Number of Vacation Spots for SC/HSSS/LPN:**
   * **AFSCME:** Contractually - Every reasonable effort shall be made by the Appointing Authority to schedule employee vacations at a time agreeable to the employee insofar as adequate scheduling of the work unit permits. We are requesting an audit of vacation availability. There has been a substantial number of staff hired.
   * **BR:** I am researching this, pulling a report on vacation usage and FTEs, and checking with MSOP regarding their vacation allocation.
2. **Vacation Postings on ATLAS Outside of Contractual Timelines:**
   * Vacation requests outside contractual timelines including “Piggybacking” continue to appear on ATLAS.
   * **SM:** I checked with Jodi, and no piggybacking is being approved. However, there is no technical fix for how it appears in ATLAS. We can work with labor to improve communication with staff.
3. **Overpayment Letters:**

* Members continue to receive overpayment letters, which has been causing anxiety and animosity among staff. Some are even concerned about how this might affect their step increases. The language in these letters is perceived as threatening, adding to staff frustration. Those who have received an overpayment notice would like a detailed breakdown of the amount owed for better transparency. This issue currently impacts 62 members. Additionally, clarification is needed on whether any wages have been garnished or if accounts sent to collections.
* **DC:** When the range reassignments occurred, thousands of adjustments were made across multiple agencies, leading to inconsistencies in how progression dates were applied. In response, we reached out to MMB for clarification, and they confirmed that the language from the 2007-2009 contract must be followed. This means that for classifications with six-month step progressions for steps 1-4, the progression date is set at the half-year mark rather than the hire date. The overpayment letters are part of a statewide process and follow a standardized template that must be used. No wage garnishments or collection actions have occurred, as such measures would require a court process.
* **SD:** Sent the list of members that have received the overpayment letters to Denise for a detailed breakdown of the amounts.

**Range Reassignments:**

* + When the range reassignments occurred and people were moved backwards in steps, where is that in contract?
  + **DC:** MMB determines how range reassignments are implemented. I will check with Dori. Staff can direct their specific questions to me.

1. **Overtime Distribution & Inversing Procedures:**

* Overtime should be assigned, and Inversing should occur as soon as the need is known – Per contract. *Distribution:* For purposes of overtime only, Security Counselors and Security Counselor Leads will be considered one class and may fill behind each other. Your supervisor will assign overtime as soon as possible once the need is known.
* **SM:** We don’t want to inverse; we try to fill the needs as soon as they are known.

1. **Unit Based Coverage/Floating Staff off Their Unit – Out of Turn**
   * There are issues with the process not being followed.
   * **SM:** The OD is using the float list; it may not be accurate when staff mutual.
   * Can AFSCME leadership review the float list for accuracy?
   * **SM:** I will see what I can do.
2. **Cash Advance Policy:**

* Was there a change to the policy that requires RPAs to pay for their meals with patients?
* **SM:** I am not aware of any changes. Send me details, and I will follow up.

1. **Updated Sick Leave Use Policy/Use of Comp Update:**

* [**MMB update sick leave use policy effective 1/1/25.**](https://mn.gov/mmb-stat/policies/1337-sickleave-effective-1-1-2025.pdf)
* **JG:** Use of Comp time is not allowed; I will bring this back to management if this changes.
* **SM/BR:** Supervisors will receive a refresher on the updated policy.

1. **Utility Pool Schedule:**
   * UP staff would like to work 1-9.
   * **BR:** We will maintain the current scheduling structure.
2. **LPN Overtime Procedures:**

* LPNs are being ***“Emergency Inversed”*** without calling staff from the list. This violates contract and does not constitute an emergency.
* **Does management consider it an emergency if staff who signed up for overtime were not contacted before the emergency was declared?**
* **SM:** We are doing everything possible to ensure safety while following the contract. Staff may find their own replacement to cover an inverse.

1. **Card for Medical Trips/Parking:**

* Where are we at with this?
* **SM:** I am actively working on a solution.

**New Business**

**Management Agenda Items**

1. **Over/Under Payments – See #3**
2. **Update on Klein, and the 5 groves (pertaining to the Float pools)**
   * **BR:** AODs and float pool supervisors have been given the numbers and days off and they were provided to the current float pool staff.
   * **What is the process for OASI/LPN staff being moved Groves?**
   * **BR:** OASI staff were asked for their preference, they are being kept with their supervisors, as there is no defined work area. Grove A LPNs are TBD.

**AFSCME Agenda Items**

1. **Security Counselor Vacancies:**

* How many are there left to fill?
* **SM:** As of yesterday, there were 34 vacancies, including Klein.

1. **Overtime/Release Time:**

* Staff would like the option to leave at 8PM when accepting overtime to fill the late shift part of a 12-hour shift.
* **SM:** It depends on the need; we release OT when it is no longer required.
* **BR:** Inverses are released first.

1. **Key Availability at Master Control:**

* There are not enough key sets at Master Control.
* **SM:** We added 20 sets of keys on the 29th and will continue monitoring this.

1. **Dead 12-Hour Bids/Interest Bids:**

* Are interest bids being considered for 12-hour dead bids before assigning them to new employees?
* **BR:** Probationary employees meeting standards may contact Scheduling or me for consideration.

1. [**Multifactor Authentication:**](https://mn-itservices-myit.us.onbmc.com/dwp/app/#/catalog/section/d9378815-e081-42f7-abd3-cb677a7b88cb)

* **Minnesota Service Hub**
* **SM:** DCT staff should obtain a YubiKey. There is a process in place to request one.

1. **Patient Log-In for Web X on Computers:**
   * **BR:** There is no generic login for computers. Patients should use iPads for WebX meetings.
2. **Grove A Running Short:**

* When 12-hour shift staff call in, units are left short.
* **SM:** Call the AOD if short-staffed, and coverage will be arranged.

1. **Driver Overtime Process:**
   * **SM:** Overtime is assigned by state seniority capable and qualified in the work area. There are 2 classes that can drive BGW/GRW. We can look at doing this different in the future.
2. **Grievance Process/Broken/98% Denial Rate/2 Yrs:**

* HR’s unilateral control over all three steps of the grievance process directly contradicts the intent and structure of the contract. The grievance procedure is structured to ensure different managerial layers review grievances at each step, preventing bias and ensuring fairness.
* We did not have this problem when Denise Considine or Melissa Gresczyk oversaw HR, this has all started when Teri Hable came in. We are requesting BMS to moderate/review the process in forensics.
* **BR:** We will think on this.

**ADD ON**

**Management**

**AFSCME**

1. **SIP Nocs:**

* SIP for Nocs has not started yet.
* **BR:** we will implement this ASAP, watch for a communication about the roll out.

1. **OSHA/OT/Vacancy Rates:**

* These reports should be provided before monthly meetings.
* **JG:** I will look into this; we have new HR staff.

1. **IOD/Light Duty:**

* Can a staff be forced to a new shift for light duty?
* **JG:** Staff may be reassigned to a different shift upon returning from a work comp injury.

1. **Human Resources on Campus:**

* Can we have a dedicated HR person on campus? We cannot get any answers from HR.
* **JG:** LocalHR is short staffed right now. We have one HR staff on campus for New Employee Orientation. There is the HR call Que.