# MINNESOTA SEX OFFENDER PROGRAM

## AFSCME LABOR/MANAGEMENT MEETING

St. Peter – HR Conference Room – Microsoft Teams  
Thursday February 13th, 2025  
12:00 p.m. – 2:10 p.m.

### Present:

Max Arroyo; Nicki Boder; Joe Bluhm; Ryan Cates; Eric Christensen; Steaed Doehring; April Forse; Krista Gilpin; Nancy Johnston; Suzanne Kocurek; Tim Lokensgard; Eric Manriquez; Heidi Peura; Lea Plonty; Paul Rodriguez; Jamie Schwartz; Gary Tollefson; Nick Weerts; Bonnie Wold

**Reflections/Celebrations:**

## FOLLOW-UP ITEMS

### Vacancy Rates:

|  |  |
| --- | --- |
| AFSCME Overall | 16.2% - *Previous Month 16.2%* |
| Saint Peter Overall | 18.5% - *Previous Month 16.1%* |
| Security Counselor | 16.7% - *Previous Month 13.5%* |
| Security Counselor Lead | 26.7% -*Previous Month 30%* |
| Health Services SP | 26% - *Previous Month 32.8%* |
| Health Services CPS | 0% - *Previous Month 0%* |

### Security Counselor Vacancy Rates by Watch:

|  |  |
| --- | --- |
| 1st Watch | 8% - *Previous Month 14%* |
| 2nd Watch | 4% - *Previous Month 6%* |
| 3rd Watch | 20% - *Previous Month 17%* |

### Inverse Numbers – Operations & Health Services:

|  |  |
| --- | --- |
| Operations Total | 240 Hours -*Previous Month 252.25 Hours* |
| 1st Watch Staff inversed into 2nd Watch | 34 Staff for 82.75 Hours |
| 2nd Watch Staff inversed into 3rd Watch | 17 Staff for 45.25 Hours |
| 3rd Watch Staff inversed into 1st Watch | 24 Staff for 112 Hours |
| Health Services SP | Hour |
| Health Services CPS | Hours |

### Overtime Numbers – Operations & Health Services:

|  |  |
| --- | --- |
| Operations Total | 2832 Hours - *Previous Month 3185.25* |
| Health Services SP | 22.75 Hours |
| Health Services CPS | 0 Hours |

### Construction Updates:

CPS: The asbestos abatement in the Sunrise building has started and is scheduled to be completed by March 18th. The start date for physical construction on Tomlinson or Sunrise is pending the completion of asbestos abatement.  
**PR**: The timeframe for construction remains 13 to 18 months once started.

### Perimeter Lead PCN: (2nd Watch UP)

**AFSCME:** We will just keep this on the follow up agenda, not looking for an update until around March.

**EC:** Approval has been received from the desk it was sitting on, but the timeline for posting is still unknown. This is for a 2nd Watch UP (Kitchen) Lead.

**AFSCME:** We would like parity between watches for the Lead positions, is management open to looking at adding a 3rd Watch UP Lead?

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

### Sick Leave Line for SCs:

**AFSCME:** What is the status of enabling all Security Counselors to leave a message on the sick leave line—as is already the case for other employees, including Forensic Security Counselors? Given the advancements in technology (visual voicemail and call forwarding), we believe this should move forward.

**EC:** There are still some concerns about last minute sick calls and no shift overlap.

**BW:** We can have a pilot project.

1. [**New MMB Sick Leave Policy**](https://mn.gov/mmb-stat/policies/1337-sickleave-effective-1-1-2025.pdf) **Use of Comp Time:**

**AFSCME:** Is use of Comp time included in the new Sick Leave Policy?

**HP:** Currently, ESST allows the use of sick time and vacation, but comp time is not included.

1. **Client Care due to Increased Acuity & Unit Staff Roles**

**AFSCME:** Discussion on increased acuity and aging population needs.

**NB:** Ongoing discussions and training are planned as the population continues to age.

## MANAGEMENT AGENDA ITEMS

1. **Judicial Hold Update**

**See #7**

1. **Mastery Moment Opportunity – ICMS:**

**EC:** There will be drop-in classes to train staff on things like time entry. These classes will be posted on the SharePoint site.

**AFSCME:** Can we get a new time codes “cheat sheet”?

**EC:** Yes, I will have one sent out.

## MNIT Emails – GovDelivery (not phishing scam):

**All Direct Care and Treatment (DCT) employees and contractors are required to register for Microsoft Multifactor Authentication (MFA) or request an alternative method by Feb. 26, 2025.**

**Request a YubiKey security key**

Also called a hard token, this alternative method of authentication is a small USB device that you plug into your computer or docking station to verify your identity. Choose this option if:

* Your work location or agency restricts the use of mobile devices
* You do not want to use your personal mobile phone.
* You do not have a smart phone.

Submit a ticket in the [Minnesota Service Hub](https://links-2.govdelivery.com/CL0/https:%2F%2Fmn-itservices-myit.us.onbmc.com%2Fdwp%2Fapp%2F%23%2Fitemprofile%2F17209/1/010101950653f836-b983b638-262f-464d-8494-5fefb3d330c1-000000/p-s7S7kAC_jyAYDKyDBn2nwiTewu5KTUjfO-6JpIJoE=392) using the MFA Assistance form to request a YubiKey security key for Microsoft MFA. MNIT will send you an email to get your mailing address and start the process. It will take some time for you to get your YubiKey security key. Submit a ticket by Feb. 26, 2025, to keep access to your account throughout the process.

## AFSCME AGENDA ITEMS

## Incident Reports Being Sent Back:

**AFSCME:** The concern is that Incident Reports are being returned for minor grammatical errors, increasing the time for critical information to be available to other staff.

**EC:** I will work with the ODs to ensure consistency about required changes.

## Opening Galls Site to More Options for Both Perimeter and CPS Staff:

**AFSCME:** Can we have more items added to the MSOP Galls ordering? There are a lot of items that are out of stock and there are staff at CPS that would like to be able to order polos.

**EC:** I can take suggestions for new items to be added, it is a lengthy process to add items.

## CPS Staff Bicycles:

**AFSCME:** Can we get updated bicycles for staff at CPS, we only have 1 good one and it is 10 years old. Can we possibly look into E-Bikes? We need 3 bikes.

**PR:** Yes, we can do that, and for future reference if they get damaged or need to be updated, we will do that. We know they get used a lot.

**GT:** Michelle has said that we will get some, it was kind of forgotten about last summer.

## 3rd Watch Assignments & Sharing Snippets:

**AFSCME:** The Movement Coordinator needs a coverage Snip-it for outings and Medical trips to ensure required staffing, since there are no specific criteria for CPS clients and staffing ratios. We have had this discussion many times, staff are aware that assignments are subject to change. We are asking that changes be communicated to the affected staff when it happens. 2nd Watch has far more changes throughout the day and are able to send a coverage Snip-it and communicate changes with the staff.

**GT:** Eric Christenson and I can talk with the OD and AOS group and see what we can do.

## Radio Room Update and Discussion:

**AFSCME:** For the perimeter units, we are asking that the units have 3 radiosinstead of 2.

Discussions about the number of radios on units, timeline for the radio room, and availability of radios for each staff on a fully staffed day occurred.

**EC:** There isn’t a timeline, the radio room isn’t completed.

**BW:** We are looking for input from staff, the presentation at the forum was meant for staff input. A workgroup will be created for this. Looking for questions/concerns.

## COVID Units – Why Split Isolation and Quarantine to Two Units:

**EC:** This was a temporary change, there is a shower on 2N that needed some work. We will be using 1 East.

## Hold Unit:

## Rationale on Moving it to St Peter

**BW:** We have bed space available in SP and ML needs more bed space. We also have Security Staffing, and the Hold unit will not require a lot of Clinical.

## Timeline

**BW:** Starting on 2/24 we will staff the unit, and individuals on hold from DOC will be placed at St. Peter, (none scheduled to date). Clients currently on hold at ML will begin moving to St. Peter after care conferences/client placement decisions are finalized. These moves will be scheduled in groups of two. There are currently 9 people on Hold at ML.

## Who’s Staffing It/Supervisor/Where is it Going to Be?

**BW:** The old 2N staff (Hesse and 2 others), A. Courtland will be the supervisor, it will be on Pexton 2 North.

## Staffing Ratios

**BW:** It will be staffed the same as other units (2). The ratio could be reviewed.

AFSCME: Our position is that the staffing ratio remains at 2.

## Training/Expectations

**BW:** On the 18th there are some staff going to ML to meet with the unit staff up there. (Myking, Hibbard, Foster, and Courtland) Policy review on admissions.

## Plan if Unit is Empty

**NJ:** Our Hold unit has never been empty; we hover between 8-12 on hold consistently.

## Still Going to Be a COVID Unit?

**BW:** We will still have 1 empty unit; we will probably utilize it until we can fill it.

## Work Group to Get Everyone on Same Page

**BW:** Agreed, this is already in place.

## A-Team Response to CPS:

**AFSCME**: Why did the expectations for A-Team responding to CPS change?

**EC:** We had a couple incidences where there was some confusion, it is better for staff safety to have consistency.

**GT:** This was brought up at a Lead meeting, this process was never approved by CPS Administration, and it should have never stopped.

**PR:** For consistency and safety, it is better to have the resources available.

## CPS Outings/Imprest Card Approval/Amounts:

**AFSCME:** There are issues with the consistency, as some of the outings to restaurants/coffee shops do not have any funds approved, and/or the amount approved is not sufficient. $10 for dinner at Olive Garden, would be the tip and that was the amount approved. The bus trips that are approved require cash for the staff, can we ensure this is available?

**GT:** We can look at the dollar amount, but we are paying for staff to blend in, not for a staff meal. I will add it to my list to have the Mike, Jamie, and Eric to come up with a plan to have cash available for trips that require cash.

**PR:** We will look at the amounts

## GAW Staffing Changes/Movement Coordinator:

**AFSCME:** We have heard there are some changes happening and thought it should be discussed here.

**GT:** We are looking at the Movement Coordinator on 2nd Watch not being included in the GAW unit staffing, and assisting with Lawyer visits etc.… On 3rd Watch the Movement Coordinator would be included in unit staffing numbers. There would not be additional duties involved, maybe more phone calls, like control center.

## Staff Lockers/Assignments/Searched & Left Open/Conveniently Located:

**AFSCME:** There have been issues with locker assignments and availability of lockers particularly at Green Acres, where all the transports come and go. Staff need a convenient place to keep personal products without having to go to different buildings when there is not time. A suggestion to put a bank of lockers in the storage room by the loading dock at GAN. There is also ample wall space in the GAN break room.

**PR:** We can look at options to have more lockers.

## Staff Audits:

**AFSCME:** We are requesting a list of all the staff audits that are occurring with the frequency, for CPS and the perimeter.

**BW:** Okay.

## PPE Shortages/Cleaning Products (Cavi-Wipe accessibility):

**AFSCME:** Requesting clarification on what cleaning products we should be using, being that the memos regarding the Norovirus outbreak instruct staff to use Cavi-Wipes and the warehouse has not stocked them for years. Additionally, B1N needs proper PPE equipment for staff (Tyvek Suits and Shoe Covers). These were ordered from the warehouse, as instructed, and the warehouse did not send them.

**PR:** Noted.

## Sunrise Staff Bathroom/Porta-Potty:

**AFSCME:** The lack of regard to staff safety and OSHA standards, as well as the total lack of communication about the dirty Porta-Potty that was placed in the client courtyard were discussed.

**PR:** I apologize for the condition of the first one that was delivered. We did look at a heated one with a sink, that was going to cost $8,000 a month and would have to be placed further away.

**NJ:** We can figure something out; we can move clients around if we need to and make one of the restrooms on the unit available to the staff.

## HRs Role in Grievance Procedure:

**AFSCME:** What is HRs role in the grievance procedure?

**HP:** HR ensures contract language is followed.

**AFSCME:** The grievance procedure is structured to ensure different managerial layers review grievances at each step, preventing bias and ensuring fairness.

However, HR’s unilateral control over all three steps of the grievance process directly contradicts the intent and structure of the contract.

## Workplace Culture and Staff Morale:

Discussion on the negative impact of current workplace culture and morale. AFSCME would like to set up a meeting before or after Labor Management each month to discuss negative workplace culture and dynamics without HR.

**BW:** We are committed to improving workplace culture and addressing concerns raised by staff.

**PR:** I want people to feel validated, appreciated, and part of the team.

## CPS State Vehicle Parking/Zone 5:

**AFSCME:** Can we move the CPS fleet vehicles back to their assigned spaces? Zone 5 gets very icy and slippery.

**PR:** Yes.

**If you park behind the Green Acres Building, please park in a parking space. Do not park on the road or double park in front of the spaces. The zone 5 lot is available too, just be careful because it gets slippery.**

## 10-Hour Shifts:

**AFSCME:** Staff are asking about the possibility of adding some 10-hour shifts in the perimeter and overnights. Is this something that you are willing to consider?

**BW:** We will consider it.