**MINNESOTA SEX OFFENDER PROGRAM**

**AFSCME LABOR/MANAGEMENT MEETING**

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

**May 9th, 2024**

**12:00 p.m. – 2:00 p.m.**

Present: Jamie Schwartz; Lea Plonty; Tim Lokensgard; Suzanne Kocurek; Heather Coopman; Eric Hesse; Ryan Cates; Eric Manriquez; Steaed Doehring; Eric Christensen; Marie Hartman; Troy Sherwood; Marvin Sullivan

**FOLLOW-UP ITEMS**

1. **Inverse Numbers – Operations & Health Services:**

Operations Total – 341.5 Hours

* 1st Watch Staff Inversed to 2nd Watch (49 Staff) For 144.25 Hours
* 2nd Watch Staff Inversed to 3rd Watch (29 Staff) For 86.75 Hours
* 3rd Watch Staff Inversed to 1st Watch (30 Staff) For 110.5 Hours
* Health Services SP – Hours
* Health Services CPS – Hours
1. **Overtime Numbers – Operations & Health Services:**
* Operations – 2649.75 Hours
* Health Services SP - Hours
* Health Services CPS – Hours
1. **Vacancy Rates:**
* AFSCME Overall: 15.5% **↓**
* Overall: 17.6% **↓**
* Security Counselor: 16.6% **↓**
* Security Counselor Lead: 10.3% **↓**

**Security Counselor Vacancy Rates by Watch:**

* 1st Watch: 8%
* 2nd Watch: 3%
* 3rd Watch: 13%

Can we hold off bumping to 1st watch?

TL – Will look at the #’s and we can pause if they are good.

**4. Job Coaches:**

MH – 10 staff just went through Job Coach training and there is another class scheduled with 13 more.

1. **SCL Positions:**

TL – We are working on getting a 2nd watch Lead for the perimeter (kitchen/vocational) to maintain consistency.

1. **New Employee Meetings (3 Months/1 Year):**

EC – We are going to start meeting with new staff after 3 months to get feedback about training. Moose Lake has been doing this already. At the 1-year mark, Bonnie, Brenda, and Paul will meet with the staff for feedback on improvements that we could make.

Do we know what the survey questions are?

TL – Not sure what the questions are, Bonnie can get them to Afscme leadership.

**AFSCME AGENDA ITEMS**

1. **PX2S Client Observation Status:**

Union leadership is concerned about staff safety if the client is put on a 1:1 status. This client has a history of verbalizing the fact that he wants to assault/rape staff. We think that wireless cameras could be used while the client is in his room, when he is on the unit, continuous levels could be used. This is less intrusive for the client and safer for staff, rather than having a staff sit outside his doorway down a hallway.

TS – We can look at using the cameras.

How about on SH2E, can we utilize the cameras for this too?

TS – We can look into using the cameras for this.

1. **Unit Staff Access to a Key for the Unit Door (Card Reader Outage, etc...):**

There was an incident recently where the card reader/locking mechanism for the unit door went down and unit staff did not have a key for the unit door. Can we have a key in the unit - controlled items - for the unit door?

TL – Will have to think about this. A-Team carries a key for the unit door, an ICS can be initiated if needed.

1. **South House Staff Inversed to the Perimeter:**

EC – This was an error.

This past weekend there were staff let go, out of seniority order. Can you talk to the ODs, so they are aware of the contract language?

EC - Yes

1. **Security Coverage for the Dental Office:**

There are some days that the dental office does not have security coverage, can we maintain coverage for the dental office?

TS – Yes, there should be security coverage built into the coverage schedule.

**ADD ON**

1. **Announcements at Lead Meetings:**

If there are going to be announcements at lead meetings, can we discuss them at labor management before it is announced at a lead meeting? Recently the public service - sandwich - was announced at the lead meeting, just after we met for labor management, this is something that could have been mentioned here.

TS – We try to do this.

MH – Yes.

1. **1st Watch Minimums:**

With 2 units shut down for construction, our NOCS minimums are low. When we send a client to the ER, that takes 2-3 staff, leaving entire buildings with 1 staff per unit, can we increase the NOCS Minimum?

TL – We can problem solve and see what we can come up with.

1. **Added Vacation Slots for 3rd and 1st Watch:**

TL – Katie is looking into this**.**

**MANAGEMENT AGENDA ITEMS**

1. **Construction Updates:**

TL – There are sidewalk repairs in front of Pexton happening, at some point the floor in the activity building will be replaced, and repairs for the roof of the social center and vocational will start. The shower project is moving forward on schedule. Completion date of late Aug / early Sept. The CPS overhaul will probably start next year.

1. **Accessing Work E-Mail from Personal Devices:**

MH – This is not allowed per MNIT unless you have an approved business need, also do not auto-forward your work email to your personal email accounts.

* [HR/LR Policy # 1438](https://mn.gov/mmb-stat/policies/1438-mobiledevice.pdf)

[Mobile Device Use](https://mn.gov/mmb-stat/policies/1438-mobiledevice.pdf)