**MINNESOTA SEX OFFENDER PROGRAM**

**AFSCME LABOR/MANAGEMENT MEETING**

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

**June 13th, 2024**

**12:00 p.m. – 2:00 p.m.**

Present: Tim Lokensgard; Heather Coopman; Ryan Cates; Steaed Doehring; Eric Christensen; Marie Hartman; Troy Sherwood; Marvin Sullivan; Nick Weerts; Heidi Peura; Michelle Sexe; Bonnie Wold; Scott Halvorson; Nikki Boder

**FOLLOW-UP ITEMS**

1. **Vacancy Rates:**
* AFSCME Overall: 11.7% **↓**
* Overall: 15.9% **↓**
* Security Counselor: 13.8% **↓**
* Security Counselor Lead: 0% **↓**

**Security Counselor Vacancy Rates by Watch:**

* 1st Watch: 10%
* 2nd Watch: 4%
* 3rd Watch: 9%
1. **Inverse Numbers – Operations & Health Services:**

Operations Total – 237.5 Hours

* 1st Watch Staff Inversed to 2nd Watch (33 Staff) For 99.75 Hours
* 2nd Watch Staff Inversed to 3rd Watch (28 Staff) For 71.25 Hours
* 3rd Watch Staff Inversed to 1st Watch (18 Staff) For 66.5 Hours
* Health Services SP – 0 Hours
* Health Services CPS – 0 Hours
1. **Overtime Numbers – Operations & Health Services:**
* Operations – 2701.75 Hours
* Health Services SP – 0 Hours
* Health Services CPS – 0 Hours
1. **Additional Vacation Slots for 3rd and 1st Watch: Update**

TL – An audit was completed, and it was determined that there was not a need to add additional slots based on staff accrual rates.

* + There is on average 1 vacation slot per day rescinded, AFTER the schedule is posted.
	+ **All Security Counselors should review their approved vacation and rescind the days that they do not need - BEFORE the schedule is posted.**
1. **Key for Unit Door in Controlled Items: Update**

TL – This is not moving forward, A-Team carries keys for the unit doors.

1. **New Employee Meetings (3 mos./ 1 yr.): Update**

BW – This seems to be going well.

Can we get a list of the survey questions?

BW to follow-up.

1. **Construction Updates:**

Perimeter – Completion is looking like it is going to be late October.

CPS – Tomlinson and Sunrise are scheduled to start late fall and construction is expected to take about a year.

1. **Job Coach Training: Update**

MH – The next class is scheduled for July 23/24 with 10 staff.

OJT for new employees has been increased from 17 days to 20 days.

1. **Additional SCL Positions: Update**

TL – FY 25 adding a 2nd watch Lead in the Perimeter for the Cafeteria and other things.

MS – FY 25 (CPS) adding a 2nd Watch Lead for GAE, an additional 1st Watch Lead, and a Utility Pool Lead.

**AFSCME AGENDA ITEMS**

1. **South House Closure:**

SH – This could happen mid-August but is subject to change.

A meeting with HR and union leadership will be scheduled.

1. **Payroll Audits:**

There are many staff that have received notification that they were over/under paid.

BW – Will investigate this.

HP – There were 3,000 audits.

Update: The audits are completed. Please reach out to Nick, Eric, or Steaed if you think there is an error.

1. **Hospital Coverage and WKE Bonus:**

Hospital coverage is an assigned shift and qualifies for the bonus. (If applicable)

1. **LPN vs. RN Inversing:**

This has been resolved. LPN’s can sign-up for OT but cannot be inversed for an RN shift.

1. **Intermittent Scheduling/Inversing:**

The intermittent staff are not inversible.

**MANAGEMENT AGENDA ITEMS**

1. **Area Duty Logs:**

Please ensure that all required areas of the Area Duty Logs are filled out each shift.

(B-Team/Room Inspections/Etc.)

MH – Working with MNIT to try to create a reminder for the required fields.

1. **Client Phone Calls:**

TS – There will be a new policy posted, regarding client phone calls, due to changes during the legislative session.

1. **Uniforms:**

It was noted during the April audit, that staff are not wearing uniforms correctly.

Please review the policy.

* [UNIFORMS AND ATTIRE - Policy Number: 115-5221](https://workplace/dct/DCT_Policy/DCT%20Policies/Uniforms%20and%20Attire%20115-5221.pdf#search=uniform%20policy)
* There were some things added/removed from the website. It is suggested, not to order things immediately after the allotment is added.
1. **All Staff Forum:**

BW – The slides from the forum will be posted on the SharePoint, reach out to specific people for additional information. Kudos to Will Moore for recruiting co-workers on 1st Watch to attend.