**MINNESOTA SEX OFFENDER PROGRAM**

**AFSCME LABOR/MANAGEMENT MEETING**

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

**August 8th, 2024**

**12:00 p.m. – 2:00 p.m.**

**Present:**

Heather Coopman; Ryan Cates; Steaed Doehring; Eric Christensen; Nick Weerts; Heidi Peura; Michelle Sexe; Lea Plonty; Jamie Schwartz; Tim Lokensgard; Eric Manriquez; Troy Sherwood; Marie Hartman; April Forse

**FOLLOW-UP ITEMS**

1. **Vacancy Rates:**
* AFSCME Overall: 10.9% **↑**
* Overall: 15.9% **↑**
* Security Counselor: 11.0% **↓**
* Security Counselor Lead: 6.7% **↑**
* **Health Services SP – 2 CPS – 0**

**Security Counselor Vacancy Rates by Watch:**

* 1st Watch: 12%
* 2nd Watch: 3%
* 3rd Watch: 10%
1. **Inverse Numbers – Operations & Health Services:**

Operations Total – 45 Hours

* 1st Watch Staff Inversed to 2nd Watch (5 Staff) For 15.25 Hours
* 2nd Watch Staff Inversed to 3rd Watch (1 Staff) For 0.25 Hours
* 3rd Watch Staff Inversed to 1st Watch (7 Staff) For 29.5 Hours
* Health Services SP – 0 Hours
* Health Services CPS – 0 Hours
1. **Overtime Numbers – Operations & Health Services:**
* Operations – 2758 Hours
* Health Services SP – 19 Hours
* Health Services CPS – 17.75 Hours
1. **Construction Update:**

**Perimeter**

**TL:** The north side of the building is nearly complete. Work on the south side will begin soon, with projected completion in November.

**CPS**

**MS:** Asbestos abatement at Tomlinson will start in October. Bartlett will be used for recreation and Nursing activities during this time. Construction is set to begin in November and will last for 14 months.

1. **South House Closure Update:**

**TL:** South House will close on August 14th.

**HP:** Staff have been notified that their work areas will be relocated to the perimeter, effective August 14th.

1. **Cameras and Microphones for Perimeter Drop-Down Offices:**

**EC:** Six cameras/microphones have been ordered—three for each perimeter building. They should arrive in about six weeks.

1. **Process for Holidays (OT/Bumped Off Staff):**

**TL:** Bumped-off staff will be contacted by seniority up to 48 hours before the holiday. After that, positions will be filled by overtime.

**AFSCME AGENDA ITEMS**

1. **1st Watch Scheduling:**

**TL:** 1st watch staff will transition to the new schedule on August 28th, 2024. We will work with staff to accommodate their vacation days and provide a grace period to adjust to the new schedule.

Beginning on August 28, 2024

If you are SCHEDULED on this day for work: These are the hours of work:

WEDNESDAY 10pm Tuesday to 6am Wednesday

THURSDAY 10pm Wednesday to 6am Thursday

FRIDAY 10pm Thursday to 6am Friday

SATURDAY 10pm Friday to 6am Saturday

SUNDAY 10pm Saturday to 6am Sunday

MONDAY 10pm Sunday to 6am Monday

TUESDAY 10pm Monday to 6am Tuesday

This is just a quick cheat sheet to remind everyone of what the hours of work are for your ***scheduled*** days within Atlas program. Also, the coding of time should be on the days you are scheduled.

**First watch staff in the perimeter have requested home units.**

**EC:** We can revisit this.

1. **Over/Under Payment Communication:**

HR stated all audits were completed in June, and another round of letters has been sent to staff. However, communication seems to be lacking. Who should staff contact for information? HR has not been responding.

**HP:** The letters are being sent by the transaction team. For more information, staff can contact the staff member that signed the letter or Heidi Peura if they are not receiving responses.

**MANAGEMENT AGENDA ITEMS**

1. **Leadership and Vision Statements:**

**HP:** A survey was conducted in July, and a committee was formed to draft the statements. There will be more communication in August to gather input from staff.

1. **Quarterly Modules and DSC Meetings (Perimeter):**

**MH:** Completion rates for quarterly modules and DSC meetings are low. Staff are reminded to complete their bi-weekly DSC meetings and to have another staff member fill in if they are absent. Please also complete the quarterly training modules.