**MINNESOTA SEX OFFENDER PROGRAM**

**AFSCME LABOR/MANAGEMENT MEETING**

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

**September 12th, 2024**

**12:00 p.m. – 2:00 p.m.**

**Present:**

Heather Coopman; Ryan Cates; Steaed Doehring; Eric Christensen; Heidi Peura; Michelle Sexe; Tim Lokensgard; Eric Manriquez; Troy Sherwood; Marie Hartman; April Forse; Eric Hesse; Nikki Boder; Marvin Sullivan; Katie Thelemann

**FOLLOW-UP ITEMS**

1. **Vacancy Rates:**

* AFSCME Overall: 13.5% **↑**
* Overall: 18.9% **↑**
* Security Counselor: 12.8% **↑**
* Security Counselor Lead: 16.2% **↑**
* Health Services SP – 2 CPS – 0
* 1- OAS SR (Office Administrative Specialist Senior)

**Security Counselor Vacancy Rates by Watch:**

* 1st Watch: 10%
* 2nd Watch: 3%
* 3rd Watch: 9%

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

Operations Total – 47.75 Hours

* 1st Watch Staff Inversed to 2nd Watch (6 Staff) For 10 Hours
* 2nd Watch Staff Inversed to 3rd Watch (2 Staff) For 4.75 Hours
* 3rd Watch Staff Inversed to 1st Watch (8 Staff) For 33 Hours
* Health Services SP: 0 Hours
* Health Services CPS: 0 Hours

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

* Operations – 1,978 Hours
* Health Services SP – 0 Hours
* Health Services CPS – 8.25 Hours

1. **Construction Updates:**

**Perimeter**

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

**CPS**

**MS:** CPS will continue to utilize the gym until the asbestos abatement begins in December. Remaining sections of the building will be moved out over the next couple of weeks. Bartlett will be used for recreation and Nursing activities during this time. Construction is set to begin in November/December and will last for 14 months.

**AFSCME AGENDA ITEMS**

1. **ATLAS & 1st Watch:**

For advanced overtime sign-ups, can ATLAS list 1st, 2nd, and 3rd Watches? FMHP already has this feature.

**KT:** We can begin looking into this now that some of the major issues have been resolved.

**TL:** We appreciate the feedback Katie has received regarding things that need improvement.

**MANAGEMENT AGENDA ITEMS**

1. **Vending Money:**

**MH:** We are working on a process for handling vending money that is turned in or owed to clients. One idea is to use a sealed envelope that can be placed in a secure box. A small amount of vending money went missing recently.

1. **Boundaries Memo:**

[**Boundaries Memo 08-19-24**](https://workplace/dct/Lists/DCT_Annoucements/Attachments/13097/Boundaries%20Memo%208-19-24.pdf)

**TS:** Please review the boundaries memo from 08-19-24. Address issues in the moment. If you hear or see something inappropriate, speak up. There has been an increase in staff writing reports on each other. If someone has an issue with a coworker, the first step should be addressing it directly with them.

1. **Work Groups:**

**TL:** We will be going back to seven units, and work groups will begin to discuss staffing and related topics.

Hesse will join the workgroup. Why seven units and not eight?

**NB:** We will need to keep a unit available for quarantine purposes for now.

1. **Echelon Front Training:**

**EC:** There will be two training dates in December for this leadership training. It is a one-day training, and the plan is to reach out to job coaches that want to attend. Katie will be sending out emails.

**ADD ON**

1. **Lead PCNs:**

**Perimeter**

Still working on posting the 2nd watch cafeteria/vocational Lead position.

**CPS**

The 1st Watch, 2nd Watch GAE, and Utility Pool Lead positions, were submitted in August and should be posted soon.