# MINNESOTA SEX OFFENDER PROGRAM

## AFSCME LABOR/MANAGEMENT MEETING

St. Peter – HR Conference Room – Microsoft Teams  
Thursday January 9th, 2025  
12:00 p.m. – 2:00 p.m.

### Present:

Eric Christensen; Lea Plonty; Jamie Schwartz; Nicki Boder; Michelle Sexe; Heidi Peura; Nick Weerts; Paul Rodriguez; Eric Manriquez; Tim Lokensgard; Bonnie Wold

**Reflections/Celebrations:**

## FOLLOW-UP ITEMS

### Vacancy Rates:

|  |  |
| --- | --- |
| AFSCME Overall | 16.2% - *Previous Month 15.7%* |
| Saint Peter Overall | 16.17% - *Previous Month 16.1%* |
| Security Counselor | 13.5% - *Previous Month 11.9%* |
| Security Counselor Lead | 26.7% -*Previous Month 30%* |
| Health Services SP | 32.8% - *Previous Month 32.1%* |
| Health Services CPS | 0% - *Previous Month 0%* |

### Security Counselor Vacancy Rates by Watch:

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

### Inverse Numbers – Operations & Health Services:

|  |  |
| --- | --- |
| Operations Total | 252.25 Hours -*Previous Month 189.25 Hours* |
| 1st Watch Staff inversed into 2nd Watch | 24 Staff for 120.25 Hours |
| 2nd Watch Staff inversed into 3rd Watch | 25 Staff for 78.75 Hours |
| 3rd Watch Staff inversed into 1st Watch | 12 Staff for 53.25 Hours |
| Health Services SP | 8 Hour |
| Health Services CPS | 0 Hours |

### Overtime Numbers – Operations & Health Services:

|  |  |
| --- | --- |
| Operations Total | 3185.25 Hours - *Previous Month 2403.5 Hours* |
| Health Services SP | 6.5 Hours |
| Health Services CPS | 6.25 Hours |

### Construction Updates:

Perimeter:  
**EC**: Construction is completed. Unit moves have happened. 1 courtyard does need some follow-up work, otherwise everything else is done.

CPS:  
**MS**: Asbestos removal in Tomlinson is complete. Sunrise asbestos removal was delayed until February due being a separate contract and actual construction to start sometime following the completion of that.

### ATLAS & 1st Watch:

**AFSCME:** ATLAS displays 1st, 2nd, and 3rd watches in order, but right-click functionality does not match. Last month a ticket had been submitted to ATLAS.

**EC**: The ticket was completed.

### Perimeter Lead PCNs: (2nd and 3rd Watch UP)

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

### Medical info [i.e. Blood Draw]

**AFSCME:** Medical information sharing needs to be clarified to ensure staff have necessary information while maintaining privacy.

**NB:** Staff on the 1st Floor of Pexton will get a list of Clients for blood draw, due to that cliental often needing prompts/assistance. On other units the Clients will get passes for blood draw.

### Hospital Coverage Workgroup:

### EC: First meeting produced a great list of items that need addressing. Hope to have a FAQ in place while we pursue a training class. Second meeting is schedule for this afternoon.

### Members include Eric Hesse, Nick Weerts, and Steaed Doehring.

### Sick Leave Line for SCs:

**AFSCME:** Voicemails can be forwarded on as text messages, for the time the OD might be in the Lobby, etc.

**BW:** We are open to exploring this further.

### Release of Voluntary OT Assignments:

**AFSCME:** Voluntary overtime should be released by seniority as per the contract. Last month we discussed reminding all the ODs [especially weekend coverage] of this.

**EC:** I follow-up with every supervisor in the OD group. Staff are encouraged to bring any further issues forward right away & share specifics so it can be addressed.

**AFSCME:** We encourage asking the OD in the moment if they are in doubt about seniority being followed correctly. Ultimately, we’d prefer to stop the contract violation before it occurs.

1. **New round of overpayment letters & Oops letters:**

**AFSCME:** The overpayment issue continues to require better communication and resolution, with a need for clear explanations to employees. HR did reach out recently with an update, that we’ll repeat today for the minutes.

**HP:** The payroll audit continues. We all want it to be completed soon. Some staff who weren’t previously notified of an overpayment amount, may start receiving communication regarding final payment.

## MANAGEMENT AGENDA ITEMS

1. **New Employee Check-In Meetings**

**BW:** We have passed the 1-year mark of the New Employee Check-In meetings with Administration. We’ve had a lot of engaging conversation. Some common themes have allowed us to look at improving certain processes. There are plans to have some employee engagement opportunities for additional training and follow-up.

1. **Training Instructors**

**EC:** We currently have 36 SC/SCL training instructors. 5- 1st Watch. 19- 2nd Watch. 12- 3rd Watch.

We are looking at some future “train the trainer” opportunities to gain more instructors.

## AFSCME AGENDA ITEMS

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

**AFSCME:** A new sick leave policy was posted on 1/1/25. What impact, if any, does this have on Members going forward.

**HP:** *Updates were made to the Earned Safe and Sick Time (ESST) law effective January 1, 2025. As such, there were updates to the* [*HR/LR Policy #1337 Sick Leave*](https://mn.gov/mmb-stat/policies/1337-sickleave-effective-1-1-2025.pdf)*.*

*The State’s policy has long permitted agencies to allow employees to use accrued vacation leave in lieu of sick leave once sick leave is exhausted for covered illnesses and injuries. Due to the change in the ESST law effective January 1, requests to use accrued vacation, once sick leave is exhausted, should be reviewed to determine whether the requests fall within the scope of the sick leave policy. Additionally, in accordance with changes to the ESST law, the policy has been updated to reflect that sick leave can be used to “make arrangements for or attend funeral services or a memorial or address financial or legal matters that arise after the death of a family member.”*

**AFSCME:** Accrued vacation hours can be viewed as an extension of sick hours, when used for a qualifying sick leave event. Staff still need to follow the correct call in-procedure (FMLA vs Sick) and can code their timebooks accordingly, with comments reflecting usage. Contract language regarding tardiness & failure to report to work still apply.

We will have clarification by next month’s meeting, whether Comp Time is also an acceptable accrual to use in lieu of Sick Hours as well.

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

**AFSCME:** We continue to have Clients with increased needs due to illness, cognitive decline, etc. We need to ensure that Unit Staff are not expected to step outside of their training or position description when meeting Client needs, all while ensuring that Client needs are being met safely, timely & within our licensing guidelines. This is a larger conversation that should happen outside of this setting between Labor, Administration & Health Services.

**NB:** Agreed. We will schedule something.