# MINNESOTA SEX OFFENDER PROGRAM

## AFSCME LABOR/MANAGEMENT MEETING

St. Peter – HR Conference Room – Microsoft Teams  
October 10th, 2024  
12:00 p.m. – 2:00 p.m.

### Present:

Heather Coopman; Ryan Cates; Steaed Doehring; Eric Christensen; Tim Lokensgard; Eric Manriquez; Troy Sherwood; Marie Hartman; Lea Plonty; Gary Tollefson; Bonnie Wold; Nick Weerts; Jamie Schwartz; Suzanne Kocurek; Krista Gilpin

**Reflections/Celebrations:**

HR extended kudos to everyone for their efforts; performance reviews are now largely completed.

Director Wold also gave kudos to everyone who has completed their respiratory training during the scheduled days last week, numbers increased substantially at both sites, thank you!

## FOLLOW-UP ITEMS

### Vacancy Rates:

|  |  |
| --- | --- |
| AFSCME Overall | 12.4%**↓** |
| Saint Peter Overall | 15%**↓** |
| Security Counselor | 10.2%**↓** |
| Security Counselor Lead | 16.7% **↑** |
| Health Services SP | 39.9% |
| Health Services CPS | 8.2% |

### Security Counselor Vacancy Rates by Watch:

|  |  |
| --- | --- |
| 1st Watch | 12% |
| 2nd Watch | 4% |
| 3rd Watch | 9% |

### Inverse Numbers – Operations & Health Services:

|  |  |
| --- | --- |
| Operations Total | 131.25 Hours |
| 1st Watch Staff inversed into 2nd Watch | 13 Staff for 51 Hours |
| 2nd Watch Staff inversed into 3rd Watch | 7 Staff for 24.5 Hours |
| 3rd Watch Staff inversed into 1st Watch | 11 Staff for 56 Hours |
| Health Services SP | 0 Hours |
| Health Services CPS | 0 Hours |

### Overtime Numbers – Operations & Health Services:

|  |  |
| --- | --- |
| Operations Total | 1715 Hours |
| Health Services SP | 13 Hours |
| Health Services CPS | 9.5 Hours |

### Construction Updates:

Perimeter:  
- Construction is on track with projected completion by mid-November/ mid-December.

CPS:  
- CPS will continue to utilize the gym until the asbestos abatement begins in December. CPS Health Services will be moving to Bartlett 1 South Starting next week. Construction will last for 14 months.

Staff are asking for a space in the Bartlett MPR room – We can set up a time to meet with Gary.

### Echelon Front Training Interest:

EC - There has been a lot of interest, 20 staff have yet to respond about the training opportunity.

### ATLAS & 1st Watch:

TL – Working on getting ATLAS to show 1st, 2nd, 3rd in that order.

### Lead PCNs:

Perimeter:  
TL – 2nd Watch Lead, a class change has been submitted for 1 PCN.   
CPS:  
The 1st Watch, 2nd Watch GAE, and Utility Pool Lead positions were posted this week.

### Vending Money – Secure Box:

MH - We are working on a process for handling vending money that is turned in or owed to clients. A sealed envelope that will go in a secure box.

## MANAGEMENT AGENDA ITEMS

### Unit Station Sliding Windows:

MH – Unit station sliding windows need to remain open for observation unless there is a need to close them (Meetings/Emergency Situations).

[**Residential Post Order**](https://workplace/msop/PostOrdersModules/_layouts/15/WopiFrame.aspx?sourcedoc=%7BF50890C6-5FB1-4E57-AB0A-9D38FB7A7C0A%7D&action=view&source=https%3A%2F%2Fworkplace%2Fmsop%2FPostOrdersModules%2FPostOrdersSP%2FForms%2FAllItems%2Easpx) **- Use of Unit Station Half Door and Window:** • Clients should be directed to refrain from using the half-door when both the door and window to the unit station are closed for staff meetings and/or emergency situations. • Half door is for clients to make ‘business’ requests and hold brief conversation with staff. • The windows that open in the unit stations are for observation only. Direct clients away from the window to the half door for business. • Clients will approach the half door one at a time to maintain privacy.

1. Quarterly modules (perimeter):

MH – Perimeter staff have a 10% non-compliance rate. Staff that are not completing the modules will be followed up with, individually.

### ETL Usage:

TL – ETL usage has increased. Staff need to pay attention to their accruals.

**Make sure you have the time when signing up for SNV etc.**

## AFSCME AGENDA ITEMS

### [N95 Memo:](https://workplace/dct/_layouts/15/listform.aspx?PageType=4&ListId=%7BD9A554A5%2DFE33%2D4A41%2DB2A5%2D7FF99DE6DB75%7D&ID=13205&ContentTypeID=0x0104003DF64058636C7143ACF545D54B9593CF)

BW – This is not a new memo; it is posted annually.

## ADD-ON ITEMS

(Additional items to be discussed as needed)