# MINNESOTA SEX OFFENDER PROGRAM

## AFSCME LABOR/MANAGEMENT MEETING

St. Peter – HR Conference Room – Microsoft Teams  
November14th, 2024  
12:00 p.m. – 2:00 p.m.

### Present:

Heather Coopman; Ryan Cates; Steaed Doehring; Eric Christensen; Eric Manriquez; Troy Sherwood; Lea Plonty; Jamie Schwartz; Suzanne Kocurek; Krista Gilpin; Michelle Sexe; Eric Hesse; Paul Rodriguez; April Forse; Heidi Peura

**Reflections/Celebrations: ↓↓↓**

## FOLLOW-UP ITEMS

### Vacancy Rates:

|  |  |
| --- | --- |
| AFSCME Overall | 12.6% **↑ -** *Previous Month 12.4%* |
| Saint Peter Overall | 15.3% **↑ -** *Previous Month 15%* |
| Security Counselor | 10.2% **=** *Previous Month 10.2%* |
| Security Counselor Lead | 20% **↑ -** *Previous Month 16.7%* |
| Health Services SP | 33.5% **↓** - *Previous Month 39.9%* |
| Health Services CPS | 13.1% **↑** - *Previous Month 8.2%* |

### Security Counselor Vacancy Rates by Watch:

|  |  |
| --- | --- |
| 1st Watch | 8% - *Previous Month 12%* |
| 2nd Watch | 5% - *Previous Month 4%* |
| 3rd Watch | 9% - *Previous Month 9%* |

### Inverse Numbers – Operations & Health Services:

|  |  |
| --- | --- |
| Operations Total | 121 Hours - *Previous Month 131.25 Hours* |
| 1st Watch Staff inversed into 2nd Watch | 14 Staff for 41.5 Hours |
| 2nd Watch Staff inversed into 3rd Watch | 6 Staff for 13.75 Hours |
| 3rd Watch Staff inversed into 1st Watch | 18 Staff for 65.75 Hours |
| Health Services SP | 0 Hours |
| Health Services CPS | 0 Hours |

### Overtime Numbers – Operations & Health Services:

|  |  |
| --- | --- |
| Operations Total | 1627 Hours - *Previous Month 1715 Hours* |
| Health Services SP | 4 Hours |
| Health Services CPS | 2 Hours |

### Construction Updates:

Perimeter:  
**EC** - Shower Project: On track with projected completion by mid-December.

Fence project: Scheduled to start next week.

CPS:  
**PR** - Asbestos abatement begins in December for Tomlinson; the start date for Sunrise has been postponed. Construction is expected to take 12-18 months once started.

**AFSCME** - Can we reclaim the parking space previously used for vocational purposes at Green Acres for the semi to access the loading dock?

**PR** – Will check on this.

There is also parking behind Sunrise.

### ATLAS & 1st Watch:

ATLAS displays 1st, 2nd, and 3rd watches in order, but right-click functionality does not match.

**TS** – We can work with Katie to ensure alignment.

### Perimeter Lead PCNs:

**EC** – 2nd Watch Lead: a class change has been submitted for one PCN.

3rd Watch Utility Pool Lead: Paperwork has been submitted for this new position, with an estimated timeline of four months for processing.

### CPS Computer/Work Area for Utility/Outing Staff:

**MS** – We are working on getting a computer moved down.

### Announcements at Lead Meetings:

AFSCME is requesting that pertinent announcements be discussed in monthly labor/management meetings or with union leadership before being shared in Lead meetings. Eric/Jamie for the perimeter and Steaed/Nick for CPS.

**TS** – Agreed.

## MANAGEMENT AGENDA ITEMS

### Hospital Coverage Workgroup:

**TS** – Recent hospital events involving restraints/documentation highlight the need for a workgroup.

### EC to establish the workgroup structure. Members include Eric Hesse, Nick Weerts, and Steaed Doehring.

### SC Overtime for Other Classes:

**TS** – Overtime for other classifications working as Security Counselors has ended.

### ETL Usage:

**Pay Attention to Your Accruals – Make sure you have the time when signing up for SNV etc.**

**This continues to be an issue; staff are going to be followed up with individually.**

### Program Coverages Needs:

**EC** – Starting next week, additional staff will be assigned to cover program needs.

## AFSCME AGENDA ITEMS

### Medical ICS’s and Incident Reports:

**AFSCME** - Has the A-Team been instructed to write level 1 reports for client medical ICS’s? All staff need to be aware of potential issues.

**TS** – Client medical diagnoses or medications the client is taking should not be in the incident report. If those things are mentioned, it would need to be a level 1 report.

**AFSCME** - Has there been a policy change? The blood draw paper is not even allowed anymore, this makes it hard to do our job if we do not have access to information that we need.

**PR/TS** – Will investigate changes and provide clarification.

### Quarterly Meal Pilot:

**AFSCME** – The new process is more complicated and was implemented without prior discussion.

**TS** – Feedback should be directed to Quay/Justin. OS/Leads need to ensure consistency between units.

## ADD-ON ITEMS

### SC Hiring Steps:

**AFSCME** – Are Security Counselors being hired above step 1?

**HP** – Hiring is currently at steps 1 and 2.

**AFSCME** – This creates animosity between staff, why wasn’t AFSCME informed of this change?

**HP** – Will follow-up.

### Step 1 Grievances:

AFSCME is requesting a dedicated meeting for all Step 1 grievances. This approach benefits the grievance process by fostering better communication and resolution. It is a standard practice across the state to hold such meetings at Step 1.

If HR does not commit to holding meetings for all Step 1 grievances, AFSCME may explore alternative options, such as filing Step 1 grievances directly with the direct supervisor.

**TS** – Let us talk and get back to you.