# MINNESOTA SEX OFFENDER PROGRAM

## AFSCME LABOR/MANAGEMENT MEETING

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

### Present:

Ryan Cates; Steaed Doehring; Eric Christensen; Troy Sherwood; Lea Plonty; Jamie Schwartz; Krista Gilpin; Michelle Sexe; Heidi Peura; Nick Weerts; Joe Bluhm; Max Arroyo; Tim Lokensgard; Bonnie Wold; Marie Hartman

**Reflections/Celebrations:**

**KG:** Shoutout to staff for doing an awesome job dealing with the COVID challenges, keep up the great work!

**BW:** Huge Thank You to staff that have completed all the steps for the Fit Testing.

## FOLLOW-UP ITEMS

### Vacancy Rates:

|  |  |
| --- | --- |
| AFSCME Overall | 15.7% - *Previous Month 12.6%* |
| Saint Peter Overall | 16.1% - *Previous Month 15.3%* |
| Security Counselor | 11.9% - *Previous Month 10.2%* |
| Security Counselor Lead | 30% -*Previous Month 20%* |
| Health Services SP | 32.1% - *Previous Month 33.5%* |
| Health Services CPS | 0% - *Previous Month 13.1%* |

### Security Counselor Vacancy Rates by Watch:

|  |  |
| --- | --- |
| 1st Watch | 14% - *Previous Month 8%* |
| 2nd Watch | 4% - *Previous Month 5%* |
| 3rd Watch | 14% - *Previous Month 9%* |

### Inverse Numbers – Operations & Health Services:

|  |  |
| --- | --- |
| Operations Total | 189.25 Hours - *Previous Month 121 Hours* |
| 1st Watch Staff inversed into 2nd Watch | 27 Staff for 53.5 Hours |
| 2nd Watch Staff inversed into 3rd Watch | 9 Staff for 28.75 Hours |
| 3rd Watch Staff inversed into 1st Watch | 23 Staff for 107 Hours |
| Health Services SP | 1 Hour |
| Health Services CPS | 0 Hours |

### Overtime Numbers – Operations & Health Services:

|  |  |
| --- | --- |
| Operations Total | 2403.5 Hours - *Previous Month 1627 Hours* |
| Health Services SP | 6 Hours |
| Health Services CPS | 31.5 Hours |

### Construction Updates:

Perimeter:  
**EC**: The fence project inside the perimeter is almost complete, with only one day of work left due to weather delays.

**MH**: Unit moves are scheduled for clients during the modified break, with specific units being relocated back to Pexton.

CPS:  
**MS**: Asbestos removal in Tomlinson has started, with demolition possibly beginning around January 7th, pending permits; the start date for Sunrise has been postponed.

Construction is expected to take 12-18 months once started.

**Parking in front of GAW:**

**MS**: The delivery van drivers need the 2 spaces that have a sign in front of them.

There is also parking behind Sunrise.

### ATLAS & 1st Watch:

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

**EC**: A ticket has been submitted to ATLAS.

### 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.

TS/MH/KG will work with Jamie on this.

### SC Hiring Steps:

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

**HP:** Hiring is currently at steps 1 -3 depending on experience.

**AFSCME**: This creates animosity an inequity for staff.

### 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 immediate supervisor.

**TS**: We will continue to try our best.

**HP:** Whenever possible.

### Hospital Coverage Workgroup:

### EC: There is a meeting scheduled for next week.

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

## MANAGEMENT AGENDA ITEMS

## ADD-ON ITEMS

### Parking at CPS:

**MS:** Reminder to all staff, not to park on the grass or the road.

### Echelon Training Feedback:

**MS:** The Echelon Front Training received positive feedback, there will be a survey sent out to staff for feedback.

### Respiratory Protection Compliance:

**BW:** Compliance with Fit Testing has increased dramatically. For those that have not completed it or have requested an ADA accommodation, compliance will be managed through the performance management process.

### Bids/ Upgrade Issues:

**HP:** There are issues with the new PTR system not sending confirmation emails for bids.

**Staff should notify Julie Yang if they do not receive confirmation emails.**

## AFSCME AGENDA ITEMS

1. **Sick Leave Line for Security Counselors.**

**AFSCME:** Can Security Counselors have a sick leave line instead of calling the OD?

**BW:** I am not opposed to it.

*Logistics such as forwarding calls to the OD cell phone while they are in the lobby for last minute calls, were discussed.*

1. **Door Dash Food Deliveries for Staff:**

**AFSCME:** Sometimes the restaurants in town are using Door Dash to deliver when they don’t have a delivery driver that day. Staff would like to be able to get their meal delivered, why is this not allowed?

**BW:** There are potential security concerns about third-party delivery services like Door Dash due to lack of accountability. Erbert & Gerbert’s and Domino’s are considered more reputable and easier to follow up with.

**AFSCME:** All delivery drivers have their drivers license information and vehicle plate numbers written down when they check in at the gate. We understand the potential security concerns about clients getting deliveries, but we are just asking about deliveries for staff.

1. **Pexton & Shantz UP (extra):**

**AFSCME:** What are the plans, for the (Utility) building extras?

**TL:** Utility positions will be managed on a day-to-day basis to address unexpected needs. They will not be bid positions.

1. **Release of voluntary OT assignments:**

**AFSCME:** Voluntary overtime should be released by seniority as per the contract.

**EC:** I will Remind ODs about the correct procedure for releasing voluntary overtime assignments.

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

**AFSCME**: The overpayment issue requires better communication and resolution, with a need for clear explanations to employees.

**HP:** Last fall there were several range reassignments across DCT job classes, including security counselors. After they were implemented, there was an audit which resulted in overpayment/underpayment letters. After that, there were conversations with MMB regarding interpretation and implementation with the AFSCME contract, and that conversation resulted in a re-review of those employees' records. This final audit confirmed overpayments and notifications were sent to staff about overpayments and repayment requirements. There's a first-round letter that goes out that kind of briefly explains the dollar amount that they owe. And then if there is not a response to that letter, they send a second letter out. Some people are at letter one. Some people are at letter two.

**If staff are not getting responses from the transactions team, they can reach out to Heidi Peura.**

**NW**: to follow up with HP regarding the number of affected employees.

1. **Teams Meetings Ice Breakers:**

**EC:** Team building activities should not make anyone uncomfortable, this was not the intent. OD’s will stop doing them.

1. **Intermittent 1:1 Observation:**

**AFSCME:** There is confusion about whether clients should be informed of intermittent observations. The policy should match established practice and expectations.

MH: This question was reviewed with the assessment department.

**Client Observation Expectations**

During normal facility operations, staff should follow these guidelines when conducting intermittent observations of clients:

1. **Non-Curfew Hours**
   * Staff should make an effort to inform clients of the observation.
   * Before opening the curtain or door of the client’s room:
     + Knock on the door.
     + Wait at least three seconds for a response.
   * If there is no response after three seconds, staff may proceed to open the curtain or door.
2. **Curfew Hours**
   * After the client's curfew time (based on their tier), staff are not required to knock or announce their presence.
   * This applies uniformly to clients on intermittent levels of observation in their rooms.

## ADD-ON ITEMS

### New Hire Scheduling Promises:

**AFSCME:** Recruiters/Interviewers are promising new staff time off when they are hired, how does this work?

**BW:** When new staff are hired and promised time off, they fill out a leave without pay request and they send it to me, I review it and I either approve it or I don't, and HR gets a copy, and they send them out a letter. If they are promised time off, it's without pay.