**MINNESOTA SEX OFFENDER PROGRAM**

**AFSCME LABOR/MANAGEMENT MEETING**

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

**December 14, 2023**

**12:00 p.m. – 2:00 p.m.**

Present: Steaed Doehring; Eric Manriquez; Ryan Cates; Jamie Schwartz; Nick Weerts; Heidi Peura; Lea Plonty; Matt Stenger; Paul Rodriguez; Tim Lokensgard; Bonnie Wold; Eric Christensen; Scott Halvorson; Nikki Boder; Karen Holicky; Michelle Breamer; Troy Sherwood; Suzanne Kocurek

**FOLLOW-UP ITEMS**

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

Operations Inverse Hours - 686

* 1st Watch (36 staff) 209.5 Hours
* 2nd Watch (36 staff) 187.25 Hours
* 3rd Watch (59 staff) 289.25 Hours

Health Services Inverse Hours – SP 0 CPS 0

1. **Overtime Numbers – Operations & Health Services:**
* Operations – 3758.25 Hours
* Health Services SP - 30.5 Hours
* Health Services CPS – 17 Hours
1. **Vacancy Rates:**
	* **AFSCME Overall:** 16.1%↑
	* **Overall:** 18.8%↑
	* **Security Counselor:** 16.3% ↓
	* **Security Counselor Lead:** 10.3% ↓

1st Watch Vacancies – 6

2nd Watch Vacancies – 13

3rd Watch Vacancies – 15

* + **LPN:** (Perimeter) (CPS)
1. **OJT Scheduling:**

Job coaches are feeling burdened by the number of new staff that they have been training. How many job coaches do we have?

BW – We had 47, but a lot of them have moved into different roles. The perimeter has 47 performance modules and CPS has 3. The AOS group is working on more CPS modules. Staff are on OJT for 17 days; 3 days are at CPS. Currently recruiting job coaches.

Do we know how many Job coaches we have currently? (No) TS to follow up.

1. **Rochester Hospital Coverage:**

Leaving Vehicle in case of Emergency

TL -Logistically, not sure how we can do it. We have a lack of fleet vehicles as it is.

Okay, this is concerning for staff that are covering in Rochester.

1. **Range Reassignments & Topped Out Anniversary Dates:**

Regular Anniversary or Anniversary of Range Reassignment?

HP – For staff that were at the top of the scale, their progression date remains the same.

Is this how it is supposed to happen? HP – Yes

This is not equitable to staff that have a progression date, say in September, they have to wait a whole year to get the second step even if they have been topped out for a decade.

**MANAGEMENT AGENDA ITEMS**

1. **CPS Construction:**

PR – Looking at late spring/Early Summer. The final revisions have been submitted.

1. **Perimeter Construction: 2nd quarter of 2024**

TS- Pexton 2 north will be moving over to Shantz 2 East on 12/29. There will be 1 client on P2N for a period of time due to a medical issue, after that time, P2N will become the quarantine unit. More info to come.

1. **Breaks between scheduled and forced overtime shifts:**

BW – Staff that have been inversed are allowed to have a 15-minute break and leave campus, after checking with the OD. Staff that are working overtime voluntarily should plan better.

Has there been an issue? Where is this coming from? Past practice has always been that staff get 15 minutes between shifts, not just inversed shifts, this is covered in our contract.

EC -There were concerns brought forward by OD’s.

**Contractually** - Employees who work beyond their regular quitting time into the next shift shall receive a fifteen (15) minute paid rest period before they start work on the next shift whenever it is anticipated that such work shall require approximately two (2) hours.

**AFSCME AGENDA ITEMS**

* + - 1. **WOOC Positions – People Picked to Fill Positions Before Deadline to Apply:**

When these things happen, it doesn’t help the culture that we have.

BW- This was an oversight/mistake by administration.

* + - 1. **Incident Reports Being Altered Without Staff Awareness:**

Incident reports are legal documents, is this possible?

BW- This would be virtually impossible. An incident report would need to be returned to the author for any changes.

* + - 1. **Inversing:**

There have been some issues regarding how some staff have been inversed improperly, can you have a discussion with the ODs to make sure they are following the contract?

EC- Yes

Members are encouraged to be proactive and speak up if they are being inversed improperly. The OD should be receptive.

* + - 1. **SCL Starting Pay Guidelines:**

Why isn’t experience, years of service, being taken into consideration for new SCL’s?

HP- With the wage range reassignment, SCL’s are starting at step 1 of the new grid. The form that supervisors are filling out, should not be shared with the staff.

BW- The form includes a section for prior experience, outside of the program, that could possibly lead to a higher starting rate.

* + - 1. **Staff Being Pulled to Cover – Shorting Units:**

Units inside the perimeter are running with one staff for prolonged periods of time to cover visits, cameras, etc. We do not feel that this is a good practice, especially in Pexton, or any unit that has client escorts/VA’s/PI placements.

TL- This should not be happening, 30 minutes to cover something is one thing, but 3-4 hours is not okay.

If this happens, TL/EC would like to know, so they can follow up why.

* + - 1. **CPS Cameras:**

There are some concerns about some of the cameras at CPS with a view into the unit station, can we adjust them, so they are not focused on the unit stations? There has been prior discussion about adjusting some of the camera angles.

PR- Can you get a list of the cameras that need to be adjusted? There has not been any staff discipline, in at least the last six months, with camera audits etc. That is not what the cameras are for.

NW to follow up with MS, PR.