

TO: Labor/Management Team
FROM: Matthew Hittle, DMWM-CO
SUBJECT: Labor & Management Team 2/10/2016 Meeting Minutes
DATE: March 2, 2016

Attendees: Cathryn Allen, Ralph Baker, Mike Bolas, Barbara Follmann, Karen Haight, Maria Lucente, Natalie Oryshkewych, and Matthew Hittle. Meeting took place at OCSEA. Leslie Williams and Ken Mettler arrived after roll call.

Absent: Jim Sferra, Donna Waggener, Pete Whitehouse, John Crist, and Kelvin Jones. Cathy Altman will be removed from the roll call.

Agenda:

- 1) Identify leads.
- 2) Review Minutes/Action Items/Agenda.
- 3) Identify Action Items/Decisions/Recorder.
- 4) Potential Impacts on 401 staff/program regarding rules incorporating jurisdiction to certified professional to implement wetland oversight.
- 5) Implementation of personal leave in 2 hour increments.
- 6) District-specific employee support issues:
 - a. Protocol for escalated and/or emergency response for Divisions.
 - b. Staff concerns regarding communication of important issues up the chain. Addressing intense requests from the director's office and other priority work and expected performance. doesn't take important issues up the chain
 - c. How vacation leave requests are being approved/denied; "holding" leave requests; denial due to operational need.
 - d. TWLs- Use and notification to union.
 - e. DSW – ODNR staff move to DSW storm water section in CO. What is role of the two exempt staff compared to what ES2s are doing?
 - f. ER move – duty room moving to EMA
- 7) Other business
- 8) Policies update
- 9) Subcommittees

Minutes:

1. There was not a facilitator identified for the meeting. Minutes were to be taken by Matthew Hittle.
2. The November 4, 2015 meeting minutes were reviewed and approved with one correction. Under Item 1, third sentence should read "BU normally had more agenda items they historically do the agenda". (not minutes)

3. Action items to be recorded by Natalie Oryshkewych.
4. It was noted that some 401 staff have been moved from central office to the district offices. Karen indicated that Tiffany Kavalec, Chief of Surface Water, had sent correspondence about this decentralization. This correspondence will be forwarded to L&M members [Action Item]. It was referenced that the rule pertaining to the certified professionals (CPs) will be in a package separate from the one that recently went out for review.

It was also explained how management continues to relate to the VAP program's use of (CPs) when referring to the 401 program changes. This is not completely relevant because the VAP work was never performed by Ohio EPA employees. The 401 certifications were historically done by Ohio EPA employees. There is the question of what the exact role of the CPs will be as well as how will the work of Ohio EPA employees be shifting? [Action Item] Additionally it was asked if an economic analysis was performed, through the common sense initiative, for the rule allowing for the use of CPs for 401 certifications. If so, did this analysis include state employees as well? It was also asked if they did a Kaizan on the 401 program. [Action Item] As a side note, it was related that Cindy Money took over as the LEAN coordinator as well as the lead for the DEAL training program.

5. The grievance relating to the use of personal leave in increments of two hours is heading towards arbitration.
6. District Specific Employee Support Issues:
 - a. There needs to be a protocol for "emergency" situations since they are becoming more common (not traditional emergency responses). Subject matter experts should be identified and how such responses will be dealt with needs to be detailed as best as possible. Call down lists/volunteer lists should be created. It was related that DMWM and other divisions have been tasked to identify subject matter experts. These "experts" should clearly have their roles and expectations defined. Also, efforts should be made to ensure such employees have all the appropriate training.
 - b. Relating to (a), the emergency situations often change the employee's work priorities. Performance for non-emergency work often gets put on the back burner. Expectations and work priorities for affected employees should be clearly identified. There are concerns that quality of work may suffer because these scenarios. Karen will update the Director about these concerns [Action Item].
 - c. There were concerns about supervisors not approving leave requests until it was time to evaluate the quarterly coverage requirements. In the event of reserving flights, hotels, etc. for vacations there is stress not knowing for certain if leave is approved or not. It was related that employees need to submit leave requests as soon as possible and to use the comments section when applicable. Common

sense will hopefully prevail for vacations that are less than a year away. Examples of abuse would be to request leave for the next three years' Christmas weeks. If there is a particular supervisor or division/district that is challenging to get leave approved, Karen will make a point to talk with them.

- d. There has been an increase in agency employees that are given temporary work load (TWL) assignments. It was clarified that Maria was recently sent a list of all the current employees assigned as TWLs. Karen will ensure that the start dates for those employees are sent as well [Action Item]. In the future, the union president (Maria) will be notified when a TWL assignment has been made so the 120 day limitation (per Article 7) can be tracked.
- e. Relating to the ODNR staff move to DSW storm water section in CO, it was clarified that there were two natural resource engineers and one natural resource administrator that were supposed to move, but one of the engineers took a position at ODOT. All the positions are exempt. It is unclear will happen to the vacant position and it was not clarified what their role is compared what the ES2s are doing in that section.
- f. Concerning the move of the DERR duty room to the EMA building, a space has been identified for the employees. There are a number of issues with the space because there are renovations happening in the building. Also, the employees would be sharing tables as work spaces – as compared to having individual desks or workstations. The furniture needs to be mobile in the event the space needs to be rearranged for emergencies. It was also noted that a car needs to be made available to the Ohio EPA employees at that location.

7. **Other business:** none identified

- 8. **Policies Update:** It was noted that the jury/civic duty policy was taken down from the intranet and is being revised. Karen was unsure what had changed with that policy. She indicated that there are a number of policies that being revised and they will be sent to the union for review before they are finalized [Action Item].
- 9. **Subcommittee:** Training – There is increased focus on providing technical training that is program specific, such as Excel training for administrative employees. More Office training may be offered through the agency and there has been discussion of using internal experts to provide such training.

Next Meeting's agenda: The development of incentive programs was indicated as an agenda topic for the next meeting.

Meeting adjourned: 12:30 pm

Next Meeting: May 4, 2016 @ 9:30 am at OCSEA Polaris