



## Interoffice Memorandum

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**Date:** June 24, 2009

**Subject:** Labor/Management Team 06/24/09 Meeting Minutes

**To:** Labor/Management Team

**From:** Mylynda Shaskus, Ohio EPA, Division of Surface Water

June 24, 2009 Ohio EPA, Conference Room C, 9:45AM-12:35PM

**Attendees:** Mark Besel, Mike Bolas, Craig Butler, Heidi Griesmer, Ken Mettler, Natalie Oryshkewych, Craig Rehkopf, Ryan Sarni, Mylynda Shaskus, Dave Sholtis, Don Starr, Donna Waggener, facilitator Alauddin Alauddin

**Absent:** Deborah Bailey, Kelvin Jones, Julie Methena, Nita Nordstrom, Mike Sherron

### Agenda

- 1) Identify Action Items/Recorder
  - 2) Review Minutes/Action Items/Agenda
  - 3) New Priorities/Upcoming Efforts
  - 4) Committees – Training
  - 5) Performance Evaluation Update (w/ Quality Performance Team)
  - 6) Policies Update
  - 7) Other Business – Cost Savings Days and Seniority Credits
  - 8) Set next agenda (at OSCEA)
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- 1) Mark discussed his resignation as Assembly President. Mike Sherron will be taking over as Assembly President. Mark plans on retiring by Thanksgiving. OCSEA is in some turmoil due to retirements and departures. Mark is not sure how official Labor Management Committee appointments will be handled regarding new members. New appointments will most likely be: Nita Nordstrom from SWDO (Mariano Haensel has left the committee for personal reasons), and Julie Methena from NWDO.
  - 2) Minutes from the May meeting were distributed and reviewed. Don and Mark made some corrections to item 6 regarding Cost Savings Days. People on disability and extended leaves were notified about Cost Savings Days scheduling. Some have submitted their proposed CSDs to management. Others are waiting, owing to the uncertainty of the timing of their return.
  - 3) Ryan said the seniority tribunal heard 15-20 cases and only a handful of those were actually incorrect. Most were issues of confusion regarding what constitutes state service.

- 4) More corrections were suggested for item 10, which Mark will address when he sends out the final May minutes.
- 5) Action Items from May:
  - a. Deborah sent around a copy of the new grievance form.
  - b. The final version of the new bargaining contract is not yet available online.
  - c. Heidi gave the training committee update.
  - d. Ryan said DAS is not ready to receive requests on prior service credits.
  - e. Heidi did not send out updated list of topics for discussion.
- 6) Agenda was confirmed and set.
- 7) The training subcommittee's draft recommendations were distributed. Committee consensus regarding the recommendations was sought. Craig B. asked if it was general enough that someone other than Rod would be able to use it. Heidi said yes, but doesn't know if Rod will be replaced. Mike B. also pointed out that the recommendations may need to be amended pending the outcome of the state's July 1 budget update. Alauddin noted that under the ITS bullet in the recommendation, "Nate" should be clarified with a full name. Alauddin also asked about the training budget, which is integrated into the recommendation. Alauddin also suggested rearranging the structure of the recommendation so that the current system is given first, then the list of recommendations. The committee approved the training recommendation pending the few editing changes discussed. The recommendation should be forwarded to Rod Spain. Heidi was commended for her work on the recommendation.

### **New Priorities**

- 8) Mike B. distributed a list of priorities. It was noted that the committee needs to identify agency-specific agreement action items versus other committee items. Alauddin reminded the committee that we must work on agency-specific agreement items first, then prioritize the remaining items. Mark noted there is a copy of the agency-specific items in the March minutes, and distributed copies to the committee. Items 1 to 4 on Mark's list are the agency-specific contract items. The committee agreed to develop agency-specific contract items first, and then tackle remaining items as practical. Mike's and Mark's lists were reconciled. Item 4 on Mike's list is #1 on Mark's list, and #7 on Mike's list is #3 on Mark's list. The committee agreed that Mike's list is an accurate consolidation of the earlier, larger list from the March meeting.
- 9) Item 4 on Mike's list is done already (training recommendation). Craig R. pointed out that some new required training in the IT reclassification system and other required trainings may require us to reopen the training recommendations in the future.

- 10) The committee agreed to start with items 2, 3, and 4 from Mark's list. Mark distributed a copy of the agency-specific agreement. The committee went over the agreement again to make sure everything is covered in the bullets on Mark's list.
- 11) From the agreement, the "On Call" item was determined to require no further action by the labor/management committee.
- 12) It was determined that for the "Workplace Mediation" item, a subcommittee will draft a memo to send to the Agency regarding usage of the Ohio Commission on Dispute Resolution. OCDR may get overhauled depending on the outcome of the July 1 state budget. The committee agreed that the subcommittee will need to research the costs and alternatives because the cost of using OCDR can be high and there are some free alternatives. Donna, Mark and Dave agreed to form the subcommittee and do some "fact-finding" and report back to the committee as an agenda item for next time.
- 13) Mike B. said the "Performance Evaluation" section of the agency-specific agreement will be dealt with by the quality committee.
- 14) Mike B. suggested that the items under the "Employee Support" section are covered under other topics. Craig B. and Ken said each issue should be called out individually by L/M members as needed. Alauddin suggested that we could leave "Employee Support" as a standing item on the agenda. Craig B. suggested that local L/M committees should get a process or protocol from our L/M committee as to how to identify these employee support items. Dave pointed out that the process works both ways – the statewide L/M committee can send information to or solicit information from the local L/M committees. Three ideas were brought up in relation to the "Employee Support" item: 1) Establish a protocol for support issues handled by local versus statewide L/M committees. 2) Post that protocol to the L/M website, along with the district L/M liaisons. 3) Create "Employee Support" as a standing agenda item for the statewide L/M committee. After some discussion the committee decided that the website was not the way to go because it may discourage people from utilizing the local L/M committees. The committee agreed to try to work out "Employee Support" issues without a written policy, then reevaluate later to see if a written policy is needed. The committee agreed that the local and district people on the statewide L/M committee should act as liaisons with the local L/M committees. Those liaisons are: NEDO – Natalie, SEDO – Ken, SWDO – Nita, NWDO – Julie, CDO – Kelvin. The committee also agreed to add "Employee Support" issues to the agenda as a standing item.
- 15) Ryan said he will talk to some people at OCB to determine the appropriate scope of the "Incentives" item from the agency-specific agreement. Don wanted to make it clear that "incentives" do not include any money paid to individuals.

Dave said the intent of the committee that crafted the agency-specific agreement was that incentives should be non-monetary. **The committee agreed that financial incentives to individuals are not an option under the “Incentives” item.** Although there can be no merit-based financial incentives, there can be other, non-monetary incentives, to be determined by the committee. Alauddin pointed out that there are really two parts to the “Incentives” item – the non-monetary incentives, and grant solicitations to supplement agency functions. Mike suggested a subcommittee be formed to look into the “Incentives” item and report back to the committee. Don agreed that a subcommittee is a good idea for this item. The question was brought up as to whether grant money may lead to TWLs. Donna spoke regarding the unofficial agency policy regarding grants, which is that it is too costly to the agency to administer grants under \$100,000 and that grants should not fund FTEs. Some names were mentioned for the subcommittee, but Heidi suggested we wait until all the discussion items were finished so we could determine which committees we would most like to be a part of or would have the time to commit to. Kelvin and Don were two names suggested as part of the “Incentives” subcommittee, but it was agreed that the subcommittee would not be chosen until the rest of the discussion items were developed.

16) From the agency-specific agreement, the committee agreed to the following:

- a. One short-term subcommittee to discuss the items relating to “Workplace Mediation” and OCDR as described in #12 of these minutes;
- b. One standing agenda item to address the “Employee Support” item of the agreement; and
- c. One long-term subcommittee to work on the “Incentives” item of the agreement.

17) The committee discussed the items that are not specified in the agency-specific agreement. These included the Policy Procedure, the Career Ladder, Contracting, Communication with the Director, Prep Staff for Technical Changes, and L/M Team Dynamics.

18) The committee agreed that the Policy Procedure, that is to say a procedure on how policies are created and implemented, is important to work on. A subcommittee should be formed to work on the Policy Procedure. Don indicated he would be willing to participate in the subcommittee.

19) The committee agreed that the Career Ladder item should be evaluated through a subcommittee. After some discussion of the scope of this item, the group agreed that the subcommittee’s task would be to evaluate the use of all steps of the Environmental Specialist classification series and describe how reorganization would benefit the agency. Mike B. indicated he would be willing to participate in the subcommittee.

- 20) The committee agreed that the Contracting item should be evaluated through a subcommittee. The task of the subcommittee should be to develop a recommendation on how to determine when contracting is necessary for the agency.
- 21) The committee discussed the Communication with the Director item. After discussing how the Director currently receives from the committee, for example through updates from Don, by reading the minutes on the website, etc., the committee determined no further action was needed on this item.
- 22) The committee agreed that the Prep Staff for Technical Job Changes item should be assigned to a subcommittee. The task of the committee would be to make a recommendation to the Director to reconvene something similar to the former Trends committee, to tackle strategic management issues on an agency-wide level. Both Craig B. and Mike B. indicated they would be willing to participate in the subcommittee.
- 23) The committee discussed L/M Team Dynamics. The committee agreed to put this item on the agenda for the next meeting. This item will be tied into the three new members starting on the committee. Housekeeping issues will be discussed, such as anything relating to attendance, both of committee and non-committee members. Mark will discuss the union membership side of things with Mike S., and Don can get formal clarification on the union members of the committee with Mike S. at the next meeting.

#### End of New Priorities

- 24) The Performance Evaluation/Quality Performance Team agenda item was discussed. It was determined there is no update.
- 25) Seniority Credits and State Service Time were clarified. Service time counts towards additional vacation time, and includes time spent employed with counties, state universities, etc. Seniority credit must be time spent in the bargaining unit. Mike B. described it as, each employee has 3 clocks: a state service time clock, a PERS clock, and a bargaining unit seniority credit clock. The seniority clock is established as each employee earning one credit per full time pay period (part time employees are pro-rated). Ryan pointed out that the exact details are specified in Article 16 of the union contract. Don wanted to emphasize that **if an employee wants to contest seniority, get a form from Don Starr and fill it out and submit it formally.**

The meeting was adjourned at 12:35PM.

Next Meeting: July 16<sup>th</sup>, 9:30AM, OCSEA at Polaris

Agenda:

- 1) Identify action item/decision recorder
- 2) Review minutes/action items/agenda
- 3) Committee housekeeping
- 4) Net Meeting/Video conferencing options
- 5) Workplace Mediation subcommittee update
- 6) New Priorities/Upcoming Efforts
- 7) Performance Evaluation Update (w/ Quality performance team)
- 8) Policies Update
- 9) Cost Savings Days update
- 10) Other Business
- 11) Set next agenda