

MINUTES -

Ohio EPA Labor Management Meeting

[held at Ohio EPA, Wednesday, Dec. 19th, 2007, 9:30 AM]

Attending:

Mark Besel, Mike Bolas, Craig Butler, Ken Dewey, Heidi Griesmer, Natalie Oryshkewych (delayed), Craig Rehkopf, Ryan Sarni, Don Starr, Pat Tebbe and Donna Waggener

(Excused/Absent: Deborah Bailey, Mariano Haensel, Dave Hunt, Kelvin Jones, Susie Marshall, and facilitator Alauddin Alauddin.)

The first order of business was adoption of agenda, as follows:

Agenda [Alauddin e-distributed; committee reviewed and adopted]

1. Review Minutes/Agenda
2. Subcommittee reports
3. Communications Plan
4. Sick Leave - Letter #3 Discussion
5. Policies Update
6. Next agenda

Action items (briefly recapped, these repeated from Natalie's e-mail)

- Mike -discussion w Rod re training, including information sharing
- Ryan - share info re training fund use / tax considerations; also availability of OCB Academy to BU (bargaining unit) members.

1 The **minutes** were reviewed and approved.

2 **Subcommittees -**

2a **Training** - The committee reported a productive meeting with Rod Spain. Information shared includes:

- The training office sees employee training and coaching a management responsibility and part of ongoing review process including annual evaluations.
- Rod is aware of web limitations. (But check it out, a lot there.)
- Quality management planning dictates training needs be ID'd and remedied.
- "Buy-in" and budget for training varies by program, division, etc., generally appreciated to be at the bottom of the various chiefs' lists. (Also apparent concern that skills gap might be identified w/o funding to fix.)
- There is no Agency training budget, per se. Rod's "program" is somewhat new and limited. (Donna provided background.)
- A paradigm shift needed to incorporate training needs into the personnel costs. (DERR e.g., approx \$25K per employee for some jobs)
- A committee preliminary thought was voiced - a framework of standard expectations would be good, for the Director & Chiefs to evaluate and implement. (Focus on required training w development a secondary consideration.)
- Some State agencies centralize some, even most training.
- Medical monitoring parallels noted (Divison fund, Beth coordinates.)
- Discussion of UET training; clarification that this is employees, used at employee discretion, not appropriate for any reqd training unless employee so desire

No recommendation nor decisions were made, other than the general need to address the matter in a more straightforward fashion.

2b **Sick Leave** - Committee reported that the "suggested to maintain 80 hours as disability gap coverage" letter was pending, but not yet shared. (I think it went out late December via Craig Butler). (As noted last month) The second, "70% penalty pending" letter remained on hold pending IT/TAS/OAKS implementation and the progression beyond the pay-periods including December 1st and the one starting the next calendar year. Hopefully it may become moot, if TAS serves the purpose. (Also as last month), the 24 hour low leave notice was on hold due to universal subcommittee endorsement. (It is noted below as agenda item #4.)

2c **Career path** - The OES web site, including the cross linked PDs/TOs/ Class-Specs is still pending. OES notes some Tos (caps) are multi-linked and there may be minor problems; ditto re position or class spec titles and working titles (in some instances)

There seemed to be a shared, general comment that there was no driving force to facilitate career path. Like training, there is a need to incorporate the matter as an Agency priority with the Director routinely reinforcing it among his priorities. The matter is generally agreed to be part of the ongoing employee supervisor dialogue including via annual reviews. (Annual review efforts seen as largely ineffective with participation still quite low, maybe improving from <10% to maybe 20% approx . There was discussion re why (no utility, supervisor recalcitrance re no Step 7, etc.)

3 **Communications Plan** - Heidi shared the second draft of "Ohio EPA Statewide Labor-Management Committee Communication Plan (3 pgs.). Each to review prior to next session. Via discussion, members noted our individual responsibility to "get the word out". Each to communicate as opportunities present and recap via monthly individual member "report out" (action items).

4 **Sick leave, letter 3** - Tabled pending more BU dialogue. (Mike Bolas to ensure OCSEA awareness and position.)

5 **Policy updates** - No new agency policies were noted, though in regards to the previously mentioned flex & sign in/out, it was noted that DAS recently updated it's flex time policy, apparently a vast departure from that agency's (DAS's) status quo. It was assumed to be a statewide template of sorts. Those aware of it noted it to be quite similar to current OEPA practices, though might affect field or other efforts requiring significant travel times. The DAS policy was not shared. Don noted the poll worker leave policy to be pending, expected soon.

The Session ended approximately 11:15 after a recap of action items and development of the next agenda. Both follow:

Action items (Recapped/condensed from Don's 12/19/07 e-mail)

1. Each member to review communications plan; also report communications outreach
2. Don Star to report status of pollworker leave
3. Ryan to try to determine Statewide & OEPA (sick) leave usage, '06 to '07
4. Mike to try to determine Statewide & OEPA UET use
5. Mike to secure Polaris/OCSEA for January mtg. (Wed., 1/23/08)
(Also; Mike to ensure OCSEA awareness of low-leave letter & BU buy-in)

Next Agenda Wednesday, 1/23/08, at OCSEA

- 1 Identify action item/decision recorder
- 2 Review Minutes/Agenda
- 3 Subcommittee reports (Career path, Training, Sick Leave)
- 4 Communications Report (our collective homework - share the work)
- 5 Communications Plan discussion
- 6 Sick Leave, Letter #3 (low leave; BU endorsement)
- 7 Policies update
- 8 Union Log
- 9 consider selection process for new projects
- 10 Set next (February) agenda

Minutes:

Prepared by Mark Besel (614/644-4834)

Draft 1/09/08; accepted, finalized (minor cleanup) and distributed 1/23/08

MINUTES - condensed

Ohio EPA Labor Mgt Mtg - at Lazarus, Wednesday, Dec. 19th, 2007, 9:30 AM

Attending:

Mark Besel, Mike Bolas, Craig Butler, Ken Dewey, Heidi Griesmer, Natalie Oryshkewych, Craig Rehkopf, Ryan Sarni, Don Starr, Pat Tebbe and Donna Waggener.
(Deborah Bailey, Mariano Haensel, Dave Hunt, Kelvin Jones, Susie Marshall and facilitator Alauddin Alauddin were excused/absent.)

Agenda (Formatted agenda e-distributed by Alauddin prior to the meeting.)

1-Review Minutes and Action items (e-distributed by Natalie)

2-Subcommittee reports

3-Communications Plan

4-Sick leave letter #3

5 -Policies Update, and

6 - Next Agenda

[Prior Action items: Bolas et al discussion w Spain, Ryan to share DAS Academy & training money tax info.]

1 The **minutes** were reviewed and approved;

2 **Subcommittees** -

2a **Training** - Committee met with Rod; good discussion had with general agreement that training and coaching are managerial responsibilities with implementation significantly varying among offices and generally lowest priority with little or no budget. A paradigm shift is needed with identification and inclusion of training needs incorporated into the budget in some fashion. Ideally the Agency needs to progress to the point where the Director ensures and champions some program outline, addressed by various divisions etc.

2b **Sick Leave** - Three letters recapped again: 1st - the suggestion to maintain 80 hours as disability gap coverage still anticipated as December e-mail. The 2nd - "70% penalty pending" letter - on hold pending IT/TAS/OAKS options to be reviewed post 12/1, 1/1 pay periods, hopefully moot, if TAS serves the purpose. 3rd -the 24 hour low leave notice was on hold and item 4 on agenda.

2c **Career Path** - OES web updates still pending; some duplication expected but to be resolved . Employee dialogue including annual review process should be a forum for employee development. Employee review effort is not a success.

3 **Communications Plan** - Heidi shared draft, 3-pg plan. Review and prepare to discuss as homework. Members noted need to individually and regularly communicate. Made same a reporting item for all future meetings.

4 **Sick leave letter #3 - low leave** - tabled & made action item for BU (via Mike)

5 **Policy update** - No new EPA policies, Poll Worker draft expected soon. New DAS policy re flextime, expected to be nucleus of any Agency revisions. While an apparent significant DAS change, it is not significantly different from Agency's current policy. No actual information shared.

The session ended w summarization of action items & development of the next agenda:

Next Agenda:	1 ID action item/decision recorder;	2 Review Minutes
	3 Sub-committee reports;	4 Communications Rpt
	5 Communications Plan Review	6 Sick leave letter #3
	7 Policies update	8 Union Log
	9 new project selection process	10 next agenda

[Minutes by Mbesel, 1/9/08 draft; accepted, finalized and distributed 1/23/08.]