

MINUTES - Ohio EPA Labor Management Meeting
Wednesday, April 30th, 2008, 9:30 AM, at Ohio EPA / Lazarus

Attending:

Deborah Bailey, Mark Besel, Craig Butler, Ken Dewey, Heidi Griesmer, Kelvin Jones, Craig Rehkopf, Ryan Sarni, Don Starr, Donna Waggener and facilitator, Alauddin Alauddin.

Excused/Absent: Mike Bolas (- attended briefly during lunch break of conflicting meeting), Mariano Haensel, Dave Hunt, Susie Marshall, Natalie Oryshkewych, and Pat Tebbe.)

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

Agenda [Alauddin e-distributed a two-sided version, this a recap; committee reviewed and adopted.]

- 1 Identify Action Items / Recorder
- 2 Review Minutes/Action Items/ Agenda
- 3 Subcommittee reports
- 4 Communications Report-Out
- 5 Policies Update
- 6 Future Projects
- 7 Set next Agenda (May 28, 2008 @ OCSEA / Polaris)

1 Craig Rehkoph agreed to recap action items. (He did; see 5/6/08 e-distrib.)

- 2 [The April 2, 2008 **minutes** were reviewed and approved
The **action items**, summarized and shared by Craig Butler (4/3) and condensed here, were reviewed:
- Standing item; co-chairs to send mid term action item reminder (done);
 - Subcommittee one year summary report to Heidi; (one of three done, other two to please send to Heidi);
 - Subcommittees: Training has a pending meeting w Rod; Sick leave - no pending actions; Career path - advise Don of TO/PD link problems;
 - Co-chairs; talk, develop & share mechanism to forward recommendation to the Director (completed, though shared w/o requested OCSEA input opportunity);
 - All- Continue to talk to constituents; Don - to bring list of discussed new projects; Mike to resurrect original brainstorming list.

Discussion of the agenda and the postponed integration of new projects prompted discussion of membership and participation. The OCSEA Bargaining Unit State Assembly elections, possibly affecting BU member participation, were postponed due to the 3/8/08 snow emergency and rescheduled for 5/31/08. The thought and desirability to institute some acclimation process for prospective or new members was introduced and discussed. No specifics were noted or agreed though limit of one or two was mentioned. The facilitator ensured input opportunity from all. Four points were summarized: 1 - move forward being open minded if/as new people join; 2 - emphasize training for any new members (w time and \$ tbd); 3 - A mode to acclimate potential and new members is a good idea; and, 4 - Maintaining a balance of L/M membership is important - not strictly by numbers. The committee will re-evaluate membership in July.

3 **Subcommittees** -

3a **Training** - Members met with Rod Spain on the 8th. He plans to move forward with efforts to increase training participation via the programs and is appreciative

of the committee's efforts. More specifically, he hopes to ensure the chiefs and managers conduct needs and skills gap assessments with his help but ultimate program ownership. Members noted that some good examples probably exist State-wide. (OCSEA citing experience with other agencies. Members also noted SWDO experience with extra-agency exercises with emergency management and various organizations concerning Avian Flu, etc.)

3b **Career Path** - No report; somewhat on hold, pending coordination with related "training".

3c **Sick Leave** - No report - "letter efforts" completed.

4 **Communications Report-Out** Members recapped efforts in the last month. Kelvin noted routine efforts at Chapter meetings, Don noted specifically bringing attention to the career path, sick leave letters and leave tally in TAS at the Chiefs' meeting with general appreciation of efforts. Craig R. and Mark noted smaller group and one-on-one discussions with staff expressing significant interest in training opportunities, maintenance of flex and unhappiness with the Sick leave penalties. Craig B noted his participation with Don at the Chiefs' meetings, SEDO staff meetings and smaller group and one-on-one discussions. Heidi noted sharing information at PIC's weekly PIC staff meetings with ongoing interest in our efforts, especially some improvements to the sick leave penalty.

The overlap with Agency staff interests and OCSEA member interest was noted, including the fact that OCSEA were surveying for priorities for the next contract. Kelvin noted low response rate to date. (The survey was shared later that day.)

5 **Policy updates -**

- No new policies had been issued in April (since the 4/2/08 session).
- There was an inquiry as to the Agency's representation on various Statewide committees, including quality/efficiency and health care/wellness. (Re Quality) - There is a Statewide "ART" - Agency Review Team. Mike & Kelvin received training; Mike is the co-chair. Heather Laur (PIC) and Mike Wood (Fiscal) are also members. Laura Powell is the Mgt co-chair. (There have apparently been many suggestions with a significant portion beyond their agreed scope.) There was no specific awareness of a wellness committee, per se. (Mark inquired due to "Wellness Coordinators' Statewide mtg at Ag., also 4/30/08; unknown to all.)

6 **Future Projects** (After brief discussion re prior lists, and a brief break, the group decided to brainstorm a fresh/updated list and compare it to our initial version. The updated list follows the notes ("Ohio EPA L/M Committee's possible future efforts, 4/30/08"). Kudos to Alauddin's efforts to ensure complete participation.

Our Standards to determine if appropriate (also with the brainstorm material):

- 1 Does it comply with the Contract?
- 2 Can it work within budget?
- 3 Is it "Implementable" (Director, OCB, OCSEA, Stakeholders)?
- 4 Is it Mutually Beneficial?

7 **Wrap-up, Summary & next Agenda** (See also Craig Rehkoph's 5/6/08 e-mail):
Action Items

The Committee reaffirmed agreement to move forward with efforts and review membership in July, subsequent to BU Assembly elections; meeting dates, too, might be revisited with membership changes and in light of possible ongoing schedule conflicts for Deborah. Specific items: ,

- Don to e-mail all re Director letter
- Mark to share union survey
- Don to check w Laura Powell re "ART" (Agency Review Team)
- Mike to provide ART update next meeting
- Mike to e-mail "old" brainstorm list
- Heidi to share NewsSource draft article

Next Agenda (Wed., May 28, 2008 at OCSEA /Polaris):
(Deborah Baily asked to be excused due to schedule conflict.)

- 1 Identify action items/decision recorder
- 2 Review Minutes/Action Items/ Agenda
- 3 Subcommittee reports (Career path, Training, Sick Leave)
- 4 Communications Report (our collective homework)
- 5 Policies update
- 6 Future Projects (incl. Policy Process)
- 7 Set next agenda (Wed., 6/25/08 -Ohio EPA/Lazarus)

Minutes:

Prepared by Mark Besel (614/644-4834)

Shared draft 5/13/08, approved 6/25/07, distributed 6/27/08 (5/28/08 meeting canceled)

“Ohio EPA L/M Committee’s Possible Future Efforts, 4/30/08”

The following ideas generated at the 4/30/08 joint Labor / Management Meeting

- Agency Specific Negotiations
- Review & Clarify Existing & New Agency Policies
- Sick Leave 70%
- Personal Communication Protocol / Policy (phones, PCs, E-mail)
- Career Ladder for all employees
- Pay inequities; ES3s / Supervisors
- Contracting out Agency Functions
- Training Protocol or Agency Standards or Tools for stuff we have; (i.e., better utilization of products available w/o specific training - MSWord, etc.
- Flex Time Coverage / Consistency across agency - Mtg Governor’s Rqmts
- Review, Evaluate & possibly reclaim “contract-in” Opportunities.
- Broader Use of Agency Grant Writers; Assistance, Research of available money for Agency-wide activities
- (?) Agency w/in context of this complex communication
- Evaluate efficiencies; Art. 14, Quality; staffing & needs
- Everything re Performance Evaluations - consistency, forms, development
- More coordination and information sharing at the Lazarus complex; w other agencies; blood drives, H&S activities, etc (difibs, trng, fundraisers)
- Direct joint communication with the Director (1x or 2x / year)
- More use of TWL - temporary work level
- Explore consistency and pursue win/win efforts re advanced degrees &/or certifications required for work (e.g., P.E.)
- Ensure pro-active stance to prepare staff for job-related tech changes
- Need for specialized training; in-house outside
- Better support for extracurricular, professional conferences & presentations
- Evaluate consistent availability & sharing of tech & other resources across the agency

“Ohio EPA L/M Committee’s Possible Future Efforts, 4/30/08” – Continued

- Stance re staff joining professional / community organizations
- Strategies to better integrate the Agency across divisions & Dos (One Agency vs 7 or 8 fiefdoms – high inefficiencies
- Increased presence of Union at Agency Appreciation Day
- Use of Project Employees
- (Mbesel add) Information summary & sharing re use of Interns

Standards:

- 1 Does it comply with the Contract?
- 2 Can it work within budget?
- 3 Is it Implementable (Director, OCB, OCSEA, Stakeholders)?
- 4 Is it Mutually Beneficial?

Attending:

Deborah Bailey, Mark Besel, Craig Butler, Ken Dewey, Heidi Griesmer, Kelvin Jones, Craig Rehkopf, Ryan Sarni, Don Starr, Donna Waggener, and facilitator Alauddin Alauddin.

(Mike Bolas*, Mariano Haensel, Dave Hunt, Susie Marshall, Natalie Oryshkewych and Pat Tebbe were excused/absent ; * - Bolas in briefly during lunch hour.)

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

- | | | | |
|---|--------------------------------------|---|-------------------------------|
| 1 | ID Action items / Recorder | 5 | Policies Update |
| 2 | Review Minutes/ Action Items/ Agenda | 6 | Future Projects |
| 3 | Subcommittee Reports | 7 | Next Agenda (5/28/08 - OCSEA) |
| 4 | Communications Report-out | | |

- 1 Craig Rehkopf to take and note action items (see his 5/6/08 e-mail)
- 2 The **action items** were recapped; **minutes** reviewed and approved.
- 3 **Subcommittees** -
- 3a **Training** - Met w Rod Spain; he plans to offer increased training opportunities and appreciates committee's efforts. He sees more program involvement; chiefs and managers to conduct needs and skills gap assessments with his significant help but ultimate program "ownership". Other OCSEA represented agencies might provide relevant good examples (i.e., opportunity), also SWDO experience with extra-agency exercises with multiple agencies, EMA etc, e.g., re Avian Flu.)
- 3b **Career Path** - No report; somewhat progressing w training.
- 3c **Sick Leave** - No report; "letter efforts" complete.
- 4 **Communications Report Out** - Diverse efforts noted. Interest in training opportunities and unhappiness with sick leave penalty reinforced. The overlap with Agency staff and OCSEA member interest was noted, including the fact that OCSEA were surveying for priorities for the next contract. OCSEA survey shared (sent to members, also on the web).
- 5 **Policy update** -
 - No new policies since last meeting.
 - Inquiry & brief discussion re statewide committees; Mike & Laura Powell co-chair "ART" (Agency Review Team - re efficiency). Two additional members named.
 - No awareness of "Wellness Coordinators" (Statewide group also meeting that day.) Issues exist w implementation "hospitalized overnight" penalty waiver;
- 6 **Future Projects** - Prior brainstorm list was not readily available; group brainstormed new list of potential committee efforts for comparison to prior version and possible future action. (25+ item list is with full minutes.) Review criteria include:
 - 1 - compliant with Contract?;
 - 2 - within budget?;
 - 3- Implement? (Director, OCB, OCSEA, Stakeholders);
 - and 4 - Mutually beneficial?
- 7 **Next Agenda** (repeat of today's; 5/28/08 OCSEA/Polaris; Action Items - see Craig R's 5/6/08 e-distribution)

1	ID action item/decision recorder;	5	Policies update
2	Review Minutes	6	Future Projects
3	Sub-committee reports	7	Next agenda (5/28 - OCSEA)
4	Communications Rpt		

Minutes by Mbesel, 614/644-4834

Shared draft 5/13/08, approved 6/25/07, distributed 6/27/08 (5/28/08 meeting canceled)