

MINUTES DRAFT - DRAFT - 5/15/07 [Input re afternoon is solicited]

Ohio EPA Labor Management Meeting
[held at OCSEA , Tuesday, May 15, 2007, 10:00 a.m.]

Attending:

Mark Besel, Mike Bolas, Craig Butler, Ken Dewey, Heidi Griesmer, Mariano Haensel, Dave Hunt, Kelvin Jones, Jessie Keyes, Susie Marshall, Craig Rehkopf and Don Starr. CALMC's Jim Cowles and Meredith Porterfield facilitated the session with Alauddin Alauddin attending the morning portion of the session as a potential facilitator. Guests Nita Nordstrom of SWDO, Cathryn Allen of PIC and Bruce Wyngaard of OCSEA also attended.

Excused/Absent: Deborah Bailey, Natalie Oryshkewych, Beth Hahn (potential facilitator), Pat Tebbe, and Donna Waggener.

Agenda

1. Review Minutes
2. Subcommittee reports
 - a. Career Path
 - b. Training
 - c. Sick leave
 - d. Subcommittee work time
 - e. Goal setting for subcommittees
3. Communications - How do we communicate, ctd w preliminary groupings
4. Poll worker leave
5. Facilitation
6. New Business -
7. Next Agenda
8. Future Agenda items - Vol Cost Savings - Aug '07

1. The minutes - The April 17, 2007 minutes had been presented in two versions, a more expansive, 3-page version and one condensed to one page (i.e., similar to those for March 27th). The notes were accepted. Three "communication" sheets were included with the notes. The first being the full committee brainstorming effort. The second two being organizations of the those ideas/thoughts. These were neither discussed nor endorsed at this point. Mark noted he was unable to stay for the entire session. Don Starr offered to take notes for the afternoon. Heidi assisted. [During the discussion of Career Path, the availability of L/M notes on the internet was also demonstrated.]

2a. Career Path Subcommittee Report - The subcommittee had been working with PIC. Guest Kathryn Allen provided a demo, using the internet to access the Agency table of organization via the web. "Visio" software was used. Employee names, position numbers, minimum qualifications were hyper-linked. One could readily see a position in context (Who reports to, is subordinate to whom, etc.) Other items of note:

- Nancy Rector was assisting; this was largely a synergistic effort.
- The schedule for possible implementation was dependent on competing priorities, including OAKS.
- A pilot might be possible; SEDO being considered.
- Some degree of mentoring is seen as desirable.

Career path continued

- Metrics to measure success would be needed.
- We need to develop or list standards to judge options in order to make selection(s).
- This would be appropriate to include in new employee orientation.

2b. Training Subcommittee Report - The team was able to conference. (Minimal additional progress noted).

2c. Sick leave Subcommittee Report; (Drafts of four letters had been shared prior to the meeting via 5/14/07 e-mail from Dave Hunt.) These drafts were discussed:

- “You have used 32 sick leave hours”; this intended to be generated via some yet to be determined IT/TAS interface, to provide employees an awareness that they are within 8 sick leave hours of entering the “second 40” - those penalized 30% of pay.
- “80 hours needed as bridge to disability” and general status of leave; this an annual reminder, anticipated to be generated on or about the start of the “benefit year”, the pay period including December 1st, when the leave balances renew.
- an Employee Services generated “down to 24 available sick leave hours”, intended to be non-punitive, but to ensure awareness of policies and discipline issues, and
- a “talking points” for supervisor/employee to help ensure mutual awareness of resources - including disability and FmLA, rules and possible discipline (a check list to ensure complete dialogue).

The “down to 24” spurred significant discussion. Concern with the actual or perceived link to discipline and poor coordination with supervisors and Employee Services was noted. The need is to provide support to utilize available resources, especially at a time when an employee is stressed by health or other issues.

Other related points noted:

- survey for background information and to gauge impact
- presentation to or discussion with chiefs to share intent, reinforce that this is not discipline; the how & why of what we wish to accomplish; give examples of what does happen when an employee at zero leave has additional need arise.
- desirability to include Susan Day in the communication loop in addition to general communication with Employee Services
- Need to ensure OCSEA’s OK with this. (Jessie acknowledged she was keeping DAS aware and there were no issues.)
- “Coaching is desired” to avoid discipline.
- The idea of developing a DVD was raised.
- Development of metrics might include Employee Services

2d. Goal Setting; Brief discussion concerning the Bargaining Contract “due dates” for committee efforts. The contract included specific dates of 8/1/06 (training team formation) and 12/1/06 (recommendations to the Director). It also allows that time lines may be mutually extended. (We apparently have done so.)

Jim introduced Bruce Wyngaard, OCSEA’s Operations Director. Bruce noted he appreciated the opportunity to gauge L/M efforts as base line and as CALMC efforts progressed. (OCB & OCSEA favored expansion of such efforts.)

3 Communications - (The brainstorming “communication” thoughts developed at the prior session had been noted and grouped in two tables by Craig R., Heidi and Mark). The groupings were discussed, noting that “passive” and “active” and “electronic” and “personal” were used in one grouping. “Interactive”, “passive” (both physical and electronic) and “hierarchical” were used in another. There was discussion concerning computer “banner” and related options and IT resource variation within the Agency. It was noted that “Zen Works” had been approved and purchased (but with out significant discussion as to what this was or relevance). [We elected to table “communication”, moving to “facilitation” due to member availability. Most of the following notes provided by Heidi.]

Communication, continued

- Discussed what to do with the communications tactics that have been organized. What are our next steps? How do we whittle down the list to a manageable amount?
- General consensus that all communications tactics can be successful or not depending on the situation, message and audience. We need to first decide what we want to communicate and what we want our audience to do with that message before we decide how we want to communicate.
- At the next meeting, we will revisit our original brainstorming for what we want to communicate and go through the interest-based process to ensure that we are on the same page on our communications messages.

4 Poll Worker Leave

- The director said no, so the committee did not discuss the draft policy.
- The question was asked why the director said no, but Don Starr did not know the answer. Don and Mike will ask the director and report back at our next meeting.

5 Facilitation; (This addressed out of order. In discussion prior to the start of the session, Don Starr noted that Beth Hahn, a proposed facilitator, would be unable to assume that role.) Alauddin Alauddin introduced himself, noting his career at and prior to the Agency and his interest, training and experience with facilitation. He acknowledged and thanked his management for supporting his efforts which he uses routinely at work. As somewhat of a summary, he noted he appreciated how groups can come together and get things accomplished. Members questioned Alauddin and Alauddin questioned the committee. It was agreed that we would enter a mutual trial evaluation of at least several upcoming sessions.

6 New business, (I pasted this together, w/o being there - pls feel free to add you input. Thanks, MB)

a. Approval Process

- The question was raised by Craig Butler - how do we proceed once we reach consensus? What is our approval process from there? How do we know when we have final approval on an issue?
- We added this to be an agenda item next month.

Meredith reminded us that after we select and implement a solution, we should check on how things are working a few months later, and re-evaluate periodically.

b. New Employee Training and Overtime

- The curriculum for new employee training, which is mandatory, has changed. It is now about seven hours long. Mariano requested that we tell supervisors that they have to approve overtime for district employees who go to that training because it is mandatory.
- There was a suggestion that the training subcommittee include this issue in its training policy that will be drafted.

- 7 Next agenda** [next meeting was 5/28/07 -but there is apparent confusion re change to 6/12/07, to be at OCSEA starting at 9:00; 7/26/07 - EPA-Laz 9:00.]:
- 1 Review Minutes
 2. Subcommittee reports
 - a. Career Path
 - b. Training
 - c. Sick leave
 - d. Goal setting for subcommittees
 - e. Subcommittee work time
 3. Communications -
 - a. Prioritize the "What List" from January
 - b. Look at the "Hows"
 4. New Business
 - 5 Next Agenda
 - 6 Future Agenda Items - Col cost Savings (8/30/07);
[not on the agenda, but previously noted "All employee annual meeting 7/26/07", was there any action to remove?

Again, Condolences to Don on the loss of his father. I wanted to share these to jog any additional thoughts. I'll delay preparation of a bullit version for a few days, pending input from others.

Respectfully Submitted,
Mark Besel (draft shared 5/25/07)