

# MINUTES - approved

## Ohio EPA Labor Management Meeting

[held at OCSEA , Thursday, June 28, 2007, 9:00 a.m.]

### Attending:

Deborah Bailey (in part), Mark Besel, Mike Bolas, Craig Butler (am), Ken Dewey, Heidi Griesmer, Mariano Haensel, Kelvin Jones, Jessie Keyes, Craig Rehkopf, Don Starr and Pat Tebbe. Alauddin Alauddin facilitated the session. Jo Davidson (SWDO's Central Support) attended as a guest.

Excused/Absent: Dave Hunt, Natalie Oryshkewych, Susie Marshall and Donna Waggener.

There was extended preliminary discussion due to apparent start-time confusion. The meeting, scheduled for 9:00, started approximately 9:45. The first order of business was to share and update the agenda, including approximate lunch and end times.

### **Agenda**

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
  - a. Approval process of committee efforts
  - b. Donated Leave
  - c. ID theft
  - d. Blood Donation
  - e. Voluntary Cost Savings
5. Next Agenda
6. Future Agenda Items - Vol. cost Savings (8/30/07);

**1. The minutes** - The May 15, 2007 minutes had again been presented in two versions, a more expansive, 4-page version and a single page condensed version. Both were accepted with minor refinements. There was discussion concerning the notes and about whether to post one or both versions on the web.

[The group elected to progress to Communications prior to lunch. There was a re-introduction of sorts, with Alauddin recapping his visit to information on the web. The mission statement and ground-rules were briefly recapped. The need to focus on efforts contributing to the mission was mutually reinforced.]

**2a. Career Path Subcommittee Report** - [this after "communication"]

(Minimal actions to report, upcoming sub-committee efforts scheduled after full committee meeting.)

**2b. Training Subcommittee Report** - Brief report, sub-committee met face to face in SWDO; progress continues.

**2c. Sick leave Subcommittee Report;** Members reported that they were aware that dialogue subsequent to the last meeting, largely by way of communication among Central Ohio BU staff, resulted in comments yet shared with the subcommittee. A work session to share and discuss had not yet been scheduled. Members shared a preliminary 4 page survey, an early draft of a means to gauge sick leave awareness, possibly to be used pre and post efforts. Laurie Stevenson, Cheryl Fields (maintains “our” account with “SurveyMonkey”) and Rod Spain were mentioned as possible resources for additional survey expertise or input.

**2d. Goal Setting;** The transition to a new facilitator, discussion concerning the agenda, sub committee efforts and communication and work progression between the sub committees, the full committee and ultimate action by Agency management prompted discussion that was largely beyond any committee. Given the absence of some members and the fact that many members were on multiple committees it was challenging to progress to efficient work time. The various sub committee memberships were recapped for mutual understanding. These being:

career path	training	sick leave
Mike Bolas	Mike Bolas	Deborah Bailey
Ken Dewey	Ken Dewey	Mark Besel
Dave Hunt	Heidi Griesmer	Craig Butler
Natalie Oryshkewych	Mariano Haensel	Dave Hunt
Don Starr	Kelvin Jones	Kelvin Jones
	Susie Marshall	Jessie Keyes
	Natalie Oryshkewych	Don Starr
	Craig Rehkoph	Pat Tebbe
		Donna Waggener

Goals, per se were not shared with the full body, but each group met with the intent of setting up near term efforts.

**3 Communications -**

Heidi et al (the ad hoc group) briefly described the prior attempt to group the brainstorming session re communications (the “hows” ). There was discussion as to what the message was and the brainstorming efforts of January 16, 2007, labeled “What information should this Committee be Communicating”, was copied and shared - this being the “whats”. The contents were again transcribed to “stickies” and all were invited to group/ regroup the entries. This exercise was both before and after lunch. There were four informal, possibly interim groupings: “ About us”, “Agenda/minutes”, “Communicate out” and “Communicate in”.

Heidi provided a brief overview of communications plans. Given a message and audience, one then utilizes various communications tools. (Heidi took the revised “sticky groupings” to possibly utilize for possible communications plan(s)).

- 4 New Business** - (We only touched on new business due to limited time.)
- a. Approval process of committee efforts (See also 2d & 3.) We did recap that we included consensus in our ground rules, so nothing was accepted without that consensus.
  - b. Donated Leave (briefly noted as future item for sub committee)
  - c. ID theft - There was discussion of the Statewide data loss via the OAKs intern laptop loss. There was some apparent confusion as to the need to refer to a police report, if one experienced a loss - apparent ID theft resulting in identity theft and charges. No police report was known to have been taken. There had been some early negative experience concerning "Debix", but apparently the kinks had been worked out and it was now working as intended.
  - d. Blood Donation - no discussion other than to note recently revised Statewide policy, no longer allowing donations "on the clock".
  - e. Voluntary Cost Savings - BU noted that members asked it to be included on the agenda. It was noted that it is, previously tabled and now scheduled for the next session.

**5 Next agenda** [The meeting dates for the remainder of 2007 were revisited and reinforced. These being 7/26, 8/30, 9/27, 10/24, 11/28, and 12/19. All will be held at OCSEA/ Polaris starting at 10:00. Rooms will be available at 8:00, should sub-committees wish to start earlier.]: (I added the numbers.)

- 1 Review Minutes
2. Subcommittee reports (Career Path, Training, Sick leave )
3. Communications Plan-
4. Subcommittee goal setting
5. Approval process for outputs (getting to implementation)
6. Donated Leave
- 7 ID thief
- 8 Vol. cost Savings
- 9 Part Timers (Holiday Pay)
- 10 Agency Policies (Process);

(not recapped in June, but previously noted "All employee annual meeting 7/26/07", - possibly re whether to note L/M there. Just recapped as reminder. )

Respectfully Submitted,  
Mark Besel (draft shared 7/17/07; accepted w minor revisions 7/26/07 finalized and shared 8/6/07.)

# MINUTES - condensed / bullets; Final

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## Attending:

Deborah Bailey, Mark Besel, Mike Bolas, Craig Butler, Ken Dewey, Heidi Griesmer, Mariano Haensel, Kelvin Jones, Jessie Keyes,, Craig Rehkopf and Don Starr and Pat Tebbe. Alauddin Alauddin facilitated the session. Guest Jo Davisosn of SWDO, also attended. (Dave Hunt, Susie Marshall, Natalie Oryshkewych and Donna Waggener were excused/absent.)

- 1 Minutes - both complete and condensed - were accepted w minor revision.  
Demonstration by PIC's Allen included demo of Agency L/M notes site. on et al to assist
  - 2a. Career Path Subcommittee - Minimal report, upcoming sub-committee meeting is scheduled.  
had no notes re Career Path, per se. See 2d. Did I miss anything?)
  - 2b. Training Subcommittee - Brief report, sub-committee met face to face in SWDO; progress continues.
  - 2c. Sick Subcommittee - Input re four draft letters had been generated but not shared with the committee. That pending. Preliminary survey to gauge base-line and subsequent progress re sick leave awareness was shared. Input requested.
  - 2d. Goal Setting - The transition to a new facilitator, discussion of ongoing efforts and how they progress prompted discussion that was largely beyond any committee. The various sub committee memberships were recapped for mutual understanding (see expanded notes). Groups met to schedule near term efforts.
  3. Communications - Committee revisited communication "whats" and "hows" and worked on organizing the "whats" by way of individually organizing / reviewing / reorganizing the individual facets (using yellow stickies), resulting in four groupings: " About us", "Agenda/minutes", "Communicate out" and "Communicate in".  
Heidi provided a brief overview of communications plans. Given a message and audience, one then utilizes various communications tools.
  4. New Business (Most only mentioned due to limited time.)
    - 4a Approval process of committee efforts
    - 4b Donated leave (future item, possibly for sick leave committee)
    - 4c ID Theft ID theft - There was confusion as to the need to refer to a police report, if one experienced a loss - apparent ID theft resulting in identity theft and charges. No police report was known to have been taken. Experience with "Debix" apparently improving w the kinks now worked out.
    - 4d Blood Donation - no discussion other than recently revised policy no longer allowing donation on State time
    - 4e Voluntary cost savings, inquiries from BU staff. (Agenda item next session.)
  5. Next Agenda
    - 1 Review Minutes
    2. Subcommittee reports
    3. Communications Plan
    - 4 Subcommittee goal setting
    - 5 Approval process for outputs (getting to implementation)
    - 6 Donated Leave
    - 7 ID Thief
    - 8 Vol Cost Savings
    - 9 Part Timers (Holiday Pay)
    - 10 Agency Policies (Process)
- [Mbesel; draft 7/17/07, accepted w minor rev., 7/26/07, finalized 8/6/07.]