

MINUTES Ohio EPA Labor Management Meeting

Wednesday, July 23rd, 2008, 9:30 AM, at OCSEA / Polaris

Attending:

Deborah Bailey, Mike Bolas, Mark Besel, Heidi Griesmer, Mariano Haensel, Craig Rehkopf, Ryan Sarni, Donna Waggener and facilitator, Alauddin Alauddin. Cathy Altman (SWDO-BU) and Ken Mettler (SEDO-BU) attended as guests.

Excused/Absent: Craig Butler, Kelvin Jones, Susie Marshall, Natalie Oryshkewych, Don Starr and Pat Tebbe,

(The meeting start was delayed approximately 15 minutes as members were engaged in a variety of discussions.) The first order of business was adoption of agenda, e-distributed by Alauddin & collectively modified as follows:

- 1 Identify Action Items / Recorder
 - 2 Review Minutes/Action Items/ Agenda
 - 3 Guests - CALMC Update/options
 - 4 Subcommittee report (Training only)
 - 5 Policies Update/Vehicle Guidance
 - 6 New Members (subsequently tabled pending BU action & return of LRO)
 - 7 District/Regional L/M meetings (subsequently tabled due to time)
 - 8 Contracting out / web page
 - 9 Set next agenda (8/21/08 @ Ohio EPA IT, conf room A)
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- 1 Mike Bolas agreed to recap action items. (See his 7/25/08 e-mail.)
 - 2 The June 25, 2008 minutes were reviewed and approved after brief discussion and identification of additional ART team members.
 - 3 CALMC Update, Jim Cowles & Meredith Porterfield of CALMC - Columbus Area Labor-Management Committee - attended as invited guests. (Ohio EPA Labor & Management worked with CALMC and Work Force Development to re-invigorate this committee, starting Spring 2006, after the then new contract. Jim & Meredith are routinely copied of our minutes and have followed our efforts. This brief, courtesy visit was to provide insight as to possible additional opportunities.)

A pleasant comfort and rapport resumed almost immediately. Prior to offering "what CALMC might do", Jim & Meredith quizzed the group as to how we felt we were doing and what might we need. Discussion included the need to help refocus and hasten progress but a larger theme was that progress takes time and ebbs and flows. "We're really doing pretty well and we might step back, take a breath and appreciate progress, (but, can't rest long as there is much on our list yet to do.) There was discussion of attendance, membership equality, the role the chairs and of OCB and also the basic categorizations of things we can or can not do something about. There

was mention of social, interpersonal dynamics of committees and how our early multi-day training efforts facilitated team development. Committee development and work can and do legitimately include more social events such as pot-lucks, retreats, etc..

CALMC noted that two basic options exist for continued involvement via Union Education: a one-day or three-day effort, each with some flexibility. The committee noted this decision would be made by the updated, re-affirmed committee. The thought to include guests (chiefs, stewards, etc) at training was shared and Jim noted they welcome any and all, but consider a session maximum to be approximately 25 individuals.

L/M notes, 7/23/08
page 2 of 3

4 **Subcommittees -**

4a **Career Path** - no report

4b **Sick Leave** - no report

4c **Training** - Heidi (primarily) and Mike reported continuing dialogue with Rod Spain concerning the draft training policy. (Kudos to both.) They met earlier this week and would be meeting again next week. The "tweaking" was seen to be clarifying as Rod seemed to be in strong agreement and quite appreciative of committee efforts. After Rod OK'd the draft, the committee planned to share with and seek Chiefs' approval.

5 **Policy updates / Vehicle Guidance-**

- An inquiry was made as to any new policy regarding cell-phones, including use in vehicles. None known; Ryan agreed to check with OCB.
- Various district & CO inquiries prompted Mark & Mike to share that some apparent instances of litter, food, dirt, smell of cigarettes, etc., caused some discussion of revising motor pool policies. Direct motor pool dialogue with the suspected guilty party was felt to be the appropriate means to resolve such concerns. District staff noted that such matters were limited in number and routinely addressed successfully with rare need for outside help.
Also, car-pooling as a cost saving, efficiency effort had been discussed and suggested as a "when it makes sense" consideration. Some District offices have further soft guidance concerning ride sharing and suggested appropriate wait times (e.g., both riding from Bowling Green to Columbus for varying items of business). No policy changes had been made nor are any anticipated at this time concerning vehicle use.
- There was brief discussion as to when & how draft and revised policies are shared. Ryan agreed to inquire within OCB as to the development and sharing of policies and work rules.

6,7 **New Members, Regional L/M** (Both tabled.)

- 8 **Contracting Out** - (The item an agenda addition due to the recent inquires and information related to Agency web page modification.) Heidi provided insight as to an apparent Governor's initiative to standardize all agency web pages under ohio.gov. This is a major effort with a tight deadline. Craig R and Mike provided significant IT insight. It was not apparent that this effort had been coordinated with either the OCSEA IT or Ohio EPA IT committees. (Ohio EPA's IT committee was not routinely meeting. There is no apparent routine Ohio EPA participation on the OCSEA IT committee.) It was noted that the Agency had over 50,000 pages of web information. The information that may be retained or updated for the mandated, branded & standardized web will need be converted to pdf or other accepted format. Agency templates and software variations were seen as problematic re the update. There was brief discussion of the organizational IT hierarchy, noting the existence of ITAC - IT advisory Committee, a subordinate ITIG - IT implementation group. There was also shared appreciation that agency IT efforts varied significantly by office & district and that the Agency was working with OCSEA & OCB with an IT reclassification effort. BU staff expressed desire to be involved with all aspects of the effort, being sensitive to imposed changes without related training to develop or refine needed skills.

L/M notes, 7/23/08
page 3 of 3

(IT Contracting, c'td)

There was brief discussion of contracting efforts in general being a future topic, but as a practical matter, it was agreed that a small group speak casually with John Albrecht, yet that afternoon, if possible. (That group being Craig, Donna & Mike.)

- 9 **Set Next Agenda** (Th., 8/21/08 @ Ohio EPA, ITS conf. rm A)
- 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 New Members
 - 7 District L/M
 - 8 Set next agenda (Th., 9/11/08 -OCSE)

The session ended shortly after the scheduled 12:30 end time

Minutes:

Prepared by Mark Besel (614/644-4834)

Shared draft 7/25/08, approved at 8/21/08 L/M meeting, distributed final 8/29/08

MINUTES - condensed

Ohio EPA Labor Mgt Mtg - at Ohio EPA, Wednesday, July 23, 2008, 9:30 AM

Attending:

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

Agenda (Formatted agendas e-distributed by Alauddin & Mike prior to the meeting.)

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|---|--------------------------------------|---|------------------------|
| 1 | ID Action items / Recorder | 6 | New Members |
| 2 | Review Minutes/ Action Items/ Agenda | 7 | District L/M |
| 3 | CALMC - guests - options | 8 | Contract-out/ Web page |
| 4 | Committees (Training) | 9 | Set Next Agenda |
| 5 | Policies Update/Vehicle Guidance | | |

- 1 Mike Bolas to take and note action items (also e-shared 7/25/08)
- 2 The **action items** were recapped; **minutes** reviewed and approved.
- 3 CALMC Update, Jim Cowles & Meredith Porterfield of CALMC attended as invited guests. (CALMC was utilized to help the committee using Work Force Development funding in 2006. Jim & Meredith are copied of our minutes. This courtesy visit to provide insight as to possible additional opportunities.)
CALMC noted that two basic options exist for continued involvement via Union Education: a one-day or three-day effort, each with some flexibility. The committee noted this decision would be made by the updated,
 - 4 **Subcommittees** -
 - 4a **Career Path** - no report
 - 4b **Sick Leave** - no report
 - 4c **Training** - - Heidi met w Rod Spain, sharing committee thoughts and tweaking the draft training policy. (Mike, too, providing info.) To meet next week, too, clarifying committee work. Rod in apparent agreement and appreciative of efforts. After Rod's OK, plan to share with Chiefs.
 - 5 **Policy updates / Vehicle Guidance-**
 - New Cell phone policy? None known. Ryan to check with OCB.
 - New Car policy re car-pooling or eating in car? No. ("Awareness" of discussion of litter, food, dirt, smell of cigarettes, etc., concerns caused some discussion of revising motor pool policies. Also, car-pooling as a cost saving, efficiency effort had been discussed and suggested as a "when it makes sense" consideration.)
 - Policy re policies is future item. Ryan to check w OCB re other agency efforts.
 - 6,7 **New Members/ Regional L/M** - tabled.
 - 8 **Contracting Out (re web page)**; An major effort to update OEPA & all sate web pages to new standard is apparently being required via Governor. There is a short time frame to review and pdf 50,000+ pages. Awareness via various relevant committees unknown. BU members note desire to fully and productively participate. Select members to discuss w IT chief, hopefully same day.

- 9 **Next Agenda** (8/21/08 -EPA/IT,A)
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| 1 ID action item/decision recorder; | 5 Policies update | |
| | 2 Review Minutes | 6 New Members |
| 3 Sub-committee reports | 7 District L/M | |
| 4 Communications Rpt | 8 Next agenda (for 9/11; OCSEA) | |

Minutes by Mbesel, Shared draft 7/25/08, approved at 8/21/08 L/M, distributed 8/29/08