

MINUTES - Ohio EPA Labor Management Meeting
Thursday, August 21st, 2008, 9:30 AM, at Ohio EPA

Attending:

Deborah Bailey, Mark Besel, Mike Bolas, Craig Butler, Heidi Griesmer, Mariano Haensel, Ryan Sarni, Don Starr, and facilitator, Alauddin Alauddin. Mylynda Shaskus (DSW/CO-BU) attended as a guest. Excused/Absent: Kelvin Jones, Susie Marshall, Natalie Oryshkewych, Craig Rehkoph, Pat Tebbe and Donna Waggener.

(The meeting was briefly delayed to allow participants to find IT conference room A. 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 Subcommittee report (Training only)
- 4 Communications Report
- 5 Policies Update (Flex time?)
- 6 New Members (brief recap)
- 7 District/Regional L/M meetings
- 8 Contract out / IT update
- 9 Set next agenda (9/11/08 @ OCSEA); Review, affirm remaining '08 dates

1 Ryan agreed to recap action items. (Did so, see 8/25/08 E-mail.)

2 The July 23, 2008 minutes were reviewed and approved. (There was review and discussion as to the value of both regular & condensed versions. No changes.)

3 **Subcommittees -**

3a **Career Path** - no report

3b **Sick Leave** - no report

3c **Training** - Heidi noted that the draft shared by Rod Spain had been tweaked but additional input from Rod is still pending, so the conversation may continue. The review progression would include legal, senior management and the bargaining unit before finalization. It is tentatively planned to be shared via our intranet. It is hoped that another draft might be shared at the next meeting.

4 **Communications Report-out**, progressing around the table included:

- Ryan noted casual dialogue with his peers as he reviewed "policies policy", etc.
- Heidi noted routine forum and sharing via PIC.
- Craig B. noted multiple venues - district all-staff, w district stewards & union reps and with chiefs meetings.
- Mark noted CO stewards meetings, sharing w prospective BU members, DAPC monthlies & various one-on-ones. (To place PDF copies on union board.)
- Mariano noted SWDO L/M mtg, dialogue prompted between chiefs, & suggestion boxes.
- Deborah noted ongoing updates w her associates; to expand.
- Mike noted both Chapter meetings, casual dialogue and posting of notes;
- Don noted that intranet had been updated since last session; final notes posted.

5 Policy updates

- Don noted minor revisions of **violence policy**, needed to correct phone numbers and information re guard/security response at Lazarus. (There was discussion re jurisdiction in Columbus as the State Highway Patrol has apparent jurisdiction at State facilities, while the Columbus PD would be expected to have jurisdiction at the border, apparently including the alley/street under the building. The discussion led to an action item to review the matter and how it affected district, field and other facilities. (Apparent H&S committee fodder.)
- **Flex policy**; Don noted he had hoped to share the pending draft Work Hours / Flex Schedule policy but was not authorized to do so. There was some discussion concerning the draft with the general theme that the changes were not significant. Don noted he hoped to be able to share at the Sept. 11th session if it had not otherwise been shared prior to then.
- Mark inquired if any other policies updated. Don answered no.

6 New Members - Mark and Deborah updated that the Bargaining Unit members are appointed by OCSEA with the input of the Assembly and anticipate that two or possibly three new members would hopefully join us at the September 11th session. Don noted that he was open to replacing Ken D. and appreciated that front-line or other management, possibly from NWDO or SWDO was desirable. There was brief discussion concerning ongoing means to invite guests, possibly including the invitation of chiefs, stewards, union officers, etc.

7 District L/M Efforts - Members noted that the labor agreement included the concept that district offices had L/M forums and wanted to review the status of those within the Agency. Also brief discussion re how union and chapters assign stewards and that CO/CDO & NEDO are "all OhioEPA staff, while other districts are conglomerates, with members and officers including other agencies.

- SWDO - recently met, productive, Mariano referred Tom Winston to Craig Butler and the two had discussed how SE functioned.
- NWDO - currently not functional and lacking bargaining unit volunteers. Mark noted he recently visited on his time and Shannon Nabors noted an appreciation and value for stewards, et al.
- SEDO - There has been some sensitivity to newer requirements for stewards, resulting in multiple steward resignations. Craig notes that dialogue helps minimize grievances. (Hopes to increase to more than 2 current stewards.)
- NEDO - Casual, ongoing and as needed dialogue w District Chief Skowronski, Mike Bolas, Cheri Nelius, et al.. (Cheri Nelius is Chapter President.)
- CO/CDO - Mark unable to give definitive update. General appreciation that quasi-functioning, though apparently not w routine nor posted notes. (Mark suspects diversity among CO divisions. No good examples known.)

The discussion of district L/Ms was apparently prompted in part by the discovery that disciplinary matters may, in some instances, exist in various files, at odds with removal terms specified in the BU Contract. There was a discussion as to what files might exist and the LRO confirmed that there was only one formal employee file and it was in the personnel office in Columbus. Don noted he could not speak historically, but did note that he had a process to appropriately remove disciplines. It was noted that EEO records were separate. The question as to whether EEO records were public was raised but not discussed nor answered.

- 8 **Contracting Out** - Two facets of the topic were noted. First, there was an ongoing interest to maintain bargaining unit work. Any contracts should logically include provisions to involve and integrate staff into any ongoing, "business of the Agency". This was probably among our future topics.

The second contract matter was an update concerning a specific contract to update the Agency web pages, noted at the last session. Donna and Mike noted they and Craig R. had spoken with John Albrecht. They and Heidi thought Cathryn Allen to be the Agency lead and a good candidate to provide an update. The committee agreed to invite Cathryn to the next session along with one or a few BU reps. (P.s, Craig Butler has extended an invitation to Cathryn and DERR's Teresa Lanthorn to give a brief update at the next session.)

- 9 Review and affirm **Remaining '08 schedule** and set **Next Agenda**;
Given the discussion to "routinize to a set day ", there was confusion as to how we wanted to finish 2008. Brief discussion resulted in agreeing to the September change to 9/11/08 while keeping the other months as initially scheduled. That is:
- September - Thursday, 9/11/08 at Polaris
 - October - Wed., 10/22/08 at Lazarus
 - November - Wed., 11/19/08 at Polaris, and
 - December - Wed., 12/17/08 at Lazarus

The Agenda for September 11th is (W web page effort update by Catheryn & Teresa as their schedule allows):

- 1 Identify action items/decision recorder
- 2 Review Minutes/Action Items/ Agenda
- 3 Subcommittee reports (at least Training)
- 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 at approximately 12:30 p.m..

Minutes:

Prepared by Mark Besel (614/644-4834)

Shared draft 8/29/08, accepted at 9/11/08 L/M meeting, distributed final 9/15/08.

MINUTES - condensed; Ohio EPA Labor Mgt Mtg - at Ohio EPA, Thursday, August 21, 2008, 9:30 AM

Attending:

Deborah Bailey, Mark Besel, Mike Bolas, Craig Butler, Heidi Griesmer, Mariano Haensel, Ryan Sarni, Don Starr, Donna Waggener and facilitator Alauddin Alauddin. Mylynda Shaskus (DSW/CO attended as a guests. (Kelvin Jones, Susie Marshall, Natalie Oryshkewych, Craig Rehkoph and Pat Tebbe were excused/absent.)

Agenda (Formatted agenda e-distributed by Alauddin 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 Committees (Training) | 8 Contract-out / IT Update |
| 4 Communications Report) | 9 Set Next Agenda |
| 5 Policies Update (Flex) | |

- 1 Heidi agreed note/share action items
- 2 The **action items** were recapped; **minutes** reviewed and approved; discussion re condensed version; no changes.
- 3 **Subcommittees -**
- 3a,b **Career Path , Sick Leave** -- no report
- 3c **Training** - Draft shared by Rod Spain had been tweaked but additional input pending. Updated draft to hopefully be shared prior to next meeting. ,
- 4 **Communications report** - Members noted variety of divers forums, from staff meetings to various one-on-ones; Don noted intranet updated w final notes.
- 5 **Policy updates-**
 - Violence policy - minor tweaks (phone numbers and Lazarus security response);
 - Flex / Work hours; draft not yet shared w BU, though otherwise widespread, consensus that changes minimal.
 - No others noted.
- 6 **New Members** - Mark & Deborah noted OCSEA appointment protocol; two or three new BU members expected at next meeting. Don noted ongoing openness to additional management member, possibly NW or SW districts.
- 7 **District L/M efforts -**
 - **SW**; again meeting & thought to be productive
 - **NW**; not currently functioning, no BU participants;
 - **SE**; informal, ongoing but recent steward resignations in response to changes;
 - **NE**; casual, ongoing, routine; good dialogue w mgt and BU
 - **CO/CDO**; quasi-functioning, but participation, inclusiveness & notes are iffy.(Item prompted in part by non-removal of disciplinary notes and diverse files.)
- 8 **Contract Out**
 - Repeat ongoing concern to maintain BU work and integrate same (training/hand-off) into any needed contracts.
 - Web Page; ad hoc group met subsequent to last L/M; significant web page changes pending. Cathryn Allen & Teresa Lanthorn invited to next session.
- 9 **Next Agenda** (9/11/08 -OCSEA; Also reaffirmed remaining 2008 which are: 10/22/08 - Lazarus; 11/19/08 - OCSEA, and 12/17/08 - Lazarus.)

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 10/22/08; EPA)

Minutes, draft 9/02/08, accepted at 9/11/08 L/M meeting, distributed final 9/15/08.