

# MINUTES - Draft

Ohio EPA Labor Management Meeting  
[Held at Lazarus, Thursday, Sept. 27th, 2007, 12:00 PM]

## Attending:

Mark Besel at start, did not stay, Heidi Griesmer, Craig Rehkopf, Donna Waggener, Don Starr and Pat Tebbe. (Mike Bolas, and Dave Hunt attended per teleconference.) Alauddin Alauddin facilitated the session.

Excused/Absent: Craig Butler, Ken Dewey, Mariano Haensel, Susie Marshall, Natalie Oryshkewych, and Jessie Keyes. (Deborah Bailey, and Kelvin Jones joined in progress.)

Ryan Sarni will be replacing Jesse Keys as our OCB member.

The meeting was delayed a few minutes, due to teleconferencing setup. The first order of business was a conversation among committee members to address concerns listed:

1. Meeting start times
2. Changing from morning and afternoon sessions with lunch to all morning or all afternoon meeting.
3. Time keeping on agenda items
4. Re-commitment by members to attend and participate in committee, subcommittee meetings and associated tasks.
5. Ground rules

Minutes from August 30<sup>th</sup> meeting approved.

Meeting outline/agenda provided by Alauddin.

## **Agenda**

1. Review Minutes
2. Subcommittee reports, Including goal setting & time lines (Career Path, Training, Sick leave )
3. Communications Plan
4. Approval process for outputs
5. Donated Leave
6. Voluntary Cost Savings
7. Agency Policies (process)
8. Blood Donation
9. Ground Rules

A request to revise the agenda was proposed. Move item 9 to Agenda item #2, combine items 5, 6, and 8 to finalize discussion. The revised agenda below was agreed upon by members in attendance.

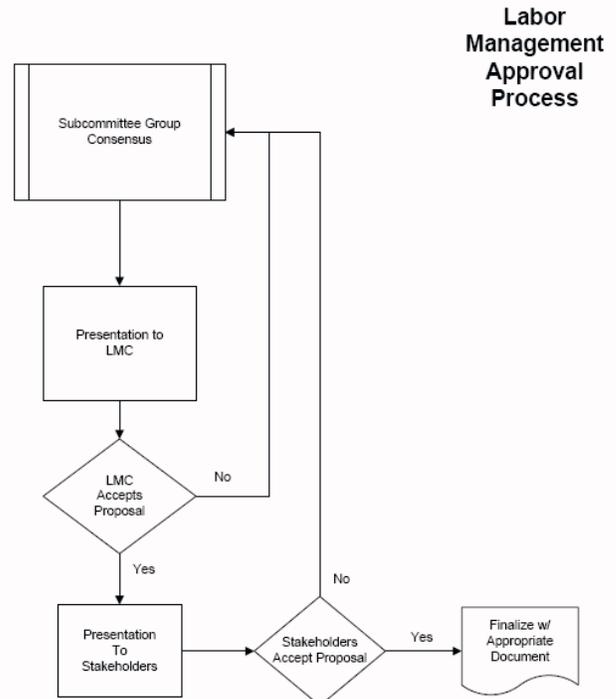
## **Revised Agenda**

1. Review Minutes
2. Ground Rules
3. Subcommittee reports, Including goal setting & time lines (Career Path, Training, Sick leave )
4. Communications Plan
5. Donated Leave, Voluntary Cost Savings, Blood Donation
6. Agency Policies (process)

1. **The minutes** - The minutes were reviewed and accepted.
2. **Discussion Ground Rules**
  - a. Committee meeting attendance low for this meeting and for August.
  - b. Should the committee consider different start times?
  - c. Should the meeting be just morning or afternoon without lunch?
  - d. Do members need to recommit to the committee and its work.
  - e. Participation in committee activities.
  - f. Is there a commitment to subcommittee process and product?
  - g. Have minutes from prior meeting reviewed.
  - h. What is our priority to the committee?
  - i. What is our responsibility/homework?
  - j. Would new topics and agenda items invigorate the group?
  - k. Existing topics and agenda need to be finished first.
  - l. Concern for information presented by subcommittees for full committee approval not being heard by all members.
  - m. Action on subcommittees has been taken; agreement is needed.
3. **Subcommittee reports**
  1. **Training Subcommittee Report;** - The subcommittee is at the solution stage and will take the following actions.
    - a. Set up meeting on October 18, 2007 1:00 PM.
    - b. Narrow items down.
    - c. Present solutions to the November 2007 Labor Management Meeting.
    - d. Mike Bolas will provide time line to members.
  2. **Career Path Subcommittee Report;** - The subcommittee reported on the survey results.
    - a. An update of the information will be posted on the L&M website.
    - b. OES is reviewing the survey results.
    - c. A new web page for OES is being designed by Cathryn Allen.
    - d. All agency positions with links to position, and manager information will be available on the new OES page.
    - e. Instruction on how to read a PD and find class specs will be available.
    - f. Presentation of the new page and link to be provided by Don Starr and technical assistance for laptop and projector to be provided by Craig Rehkopf for the next Labor Management meeting.
  3. **Sick leave Subcommittee Report;** - The subcommittee presented a review of the sick leave survey/quiz emailed to agency staff.
    - a. Questions and answers from the quiz are available on the L&M website.
    - b. Providing an automated last leave balance letter to staff base on information provided by the oracle database and TAS is not possible.
    - c. Modification by ITS to the TAS system will provide the leave balance.
    - d. Survey results to be provided to all members. Any comments and request should be expressed within a couple of days after receipt.

- 4. **Communication;** Information on the communication plan to be sent out to all committee members. Any questions and comments need to be back by Oct 12th.
  - a. Heidi will provide a revised draft of the plan.
  
- 5. **Donated Leave, Voluntary cost savings, Blood donation;** - The Labor Management committee approved to offer a joint statement to both Union and Management that these are not topics for this committee.
  - a. Provided by Mike Bolas: Voluntary Cost Savings (VCS) The Voluntary Cost Savings Program (Appendix R) from the Contract between The State of Ohio and OCSEA for March 1, 2006 to February 28 2009 was raised to the Labor Management Committee. Don shared ODNR & OCB insight in the initiating the program, noting that ODNR's effort was due in large part to significant funding shortfalls and OCB discouraged the program if agencies were not experiencing those shortfalls. Discussion of various reasons why staff wanted to use the program occurred. It was recognized that various alternate opportunities are available to staff, with the Director's approval, for leave on community good or personal development. Due to different and variant reasons from Labor and Management, the Labor Management Committee agrees that this subject is not a topic to pursue.
  - b. The Director is working on a way for blood donations to be accommodated.
  - c. The Directors office will develop a letter for donated leave.
  - d. Request will be forwarded to OES for approval.
  - e. All Ohio EPA staff will be eligible.
  - f. Name of the individual will be provided.
  - g. This process will not address leave forfeiture if not used.
  - h. No decision from the Director on Poll Worker leave.
  
- 6. **Agency Policies (process for output)**
  - a. A table for process and approval can be referenced in the July 27<sup>th</sup> minutes page 2 of 4 paragraph 3.
  - b. Is the approval plan process workable?
  - c. Project process, Identify resources to implement

Agency policy process will be deferred until Ken is in attendance.



L/M notes, 09/27/07 (Draft)

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Next Agenda [The remaining meeting dates for 2007 are 10/24 10:00 at Lazarus, 11/28, and 12/19.]

1. Review Minutes
2. Subcommittee reports
3. Agency Policies
4. Approval process for outputs
5. Time and Date of meeting including 08 calendar year.
6. Flex time / sign in sign out

Please reply with any additions to the agenda.

Respectfully Submitted,  
Craig Rehkopf (draft shared 10/16/07)