

**MINUTES** - Ohio EPA Labor Management Meeting  
Wednesday, October 22th, 2008, 9:30 AM, at Ohio EPA (Lazarus)

Attending:

Mark Besel, Mike Bolas, Heidi Griesmer, Natalie Oryshkewych, Craig Rehkoph, Don Starr, Donna Waggener and facilitator, Alauddin Alauddin. Ken Mettler & Mylynda Shaskus attended as new member/guests. Myryl Williams (OCSEA), Cathryn Allen, John Albrecht and Teresa Lanthorn attended part of the session as guests. Excused / Absent: Deborah Bailey, Craig Butler, Mariano Haensel, Kelvin Jones, Susie Marshall, Ryan Sarni, and Pat Tebbe.

The first order of business was tweak and adoption of **agenda** from prior minutes:

- 1 Identify Action Items / Recorder
- 2 Review Minutes/Action Items
- 3 Subcommittee report (Training only)
- 4 Guests - Web Page Update/Contract
- 5 Communications Report / District Updates
- 6 Policies Update (Flex time?)
- 7 Future Efforts (homework)
- 8 Set next agenda (Wed., 11/19/08 @ OCSEA Polaris)

1 Craig Rehkoph agreed to recap action items; did so, see 11/4/08 e-mail.

2 The September 11, 2008 **minutes** were reviewed and **approved**.  
Prior **action items reviewed**

- Don check w CALMC re e-sharing training info (OK, was shared)
- Don request list of current stewards - in progress (Deborah, et al.)
- Mark re-sent brain-stormed list (also w prior minutes & again here)
- All to review "pending list" & CALMC training (non-universal completion), and
- Dos & Don'ts re political action (shared, posted OES & in NewSource)

3 **Subcommittees** -

3a,b **Career Path, Sick Leave** - no report

3c **Training** - Heidi relayed that continued communication with Rod Spain made it apparent that Rod's buy-in was contingent upon chiefs' acceptance. A summary of committee efforts would be offered for the next monthly chiefs' meeting. Don to advise of the offer. Don also noted that our efforts stand alone, i.e., no need for separate endorsement (w no dissenting opinion voiced).

4 **Web Page Update** (Guests: Cathryn Allen, Teresa Lanthorn and John Albrecht; members had extended an invitation to learn of extensive pending efforts affecting web resources and staff.)

Cathryn provided an overview of Web site redevelopment efforts and requirements. John & Teresa reinforced, clarified and otherwise assisted. Points noted include:

- PIC serves as the Agency "web manager" with Cathryn in the lead. Offices, divisions and districts utilize diverse staff and varied time for web page efforts. IT, administrative, E-spec., even division chiefs are involved in efforts with individual staff reporting efforts ranging from only an hour or so per week to ongoing, approximated 20 hour per week involvement.
- In March 2008 the Governor issued new statewide web page standards to be implemented by 1/1/09 (at least primary pages), requiring preliminary drafts to be available by 12/1/08.

- At that time there were approximately 50,000 Agency web pages to be reviewed and converted, requiring an estimated average two hours per page. (That being 97,660 hours or 2,000 work-weeks.)
- A scenario of 25 web masters each working approximately 20 hours per week envisioned the needed work to be doable in approximately 24 weeks, provided there were no complications.
- The required Governor's style templates did not work with the Agency's existing "Net Objects Fusion" software that most of the web masters used. Some problems were insurmountable.
- Desire for Microsoft server and compatible software and input from the Office of Information Technology (OIT) and ODNR staff (having previously developed needed style web resources), resulted in consideration of "DotNetNuke" (DNN).
- Based on information gathered and discussions with ITIG, ITAC, Web masters, OIT and ODNR, the Agency decided to transfer Web files to OIT's server and use their NDD setup. This should provide the Agency a significant cost savings and free-up ITS staff to assist staff members on other projects and day-to-day technical support.
- With OIT's review and approval, the Agency developed and issued an "invitation for proposals" which was later modified to a "request for qualifications". As of late October there was dialogue with a single provider, Distinctive Business Systems, in collaboration with Resource One, the company that served ODNR. (ODNR notes efforts with the contractor to be good, with repeat business.)
- (This as recent P.S: The Agency received the project proposal from DBS/ROCS and began the award process November 3<sup>rd</sup>.)
- The Agency hopes to finalize and start the contract in early November. Key aspects include a two tiered effort to first address the top 50 or so pages per division and a second tier, estimated at another 5,000 pages total. The effort is to include staff training for 50, to enable us to develop skills to complete and maintain the effort. (The fifty being approximately 25 already so involved and a similar amount yet to be determined.)
- The effort is seen as an opportunity to harmonize varying individuals, experiences, etc., to a new web-based effort.
- IT committees and chiefs have been notified of the project and webmasters are to be keeping them informed. Teresa Lanthorn is working closely with Cathryn and will help when Cathryn goes on maternity leave. Kelli Young also has access to the DNN test site and will help Teresa and Cathryn provide Web master access.

There have been some personnel changes at various higher levels, possibly affecting how the effort ultimately plays out. It is on track to standardize and improve Agency and all State web resources in the relatively near future.

## 5 **Communications Report / District Updates** (Tabled)

- 6 **Policy updates** - There was brief discussion of the recently shared proposed revisions to the Flex Time and Sign-in/out log policies. Mark noted that the combined invitation to comment / proposed to implement dates seemed preemptively dismissive, hoped such not to be the case. (Mark had shared preliminary, representative BU comments w committee prior to the meeting. Don had forwarded same to the Director, et al.. Mark noted a final copy pending.) There was interest expressed as to basis of 30% and discussion of operating procedures vs. policies. Members elected to move to "next items".

- 7 **Future Efforts** - Members refreshed ourselves that interest based problem solving identified issues and respective interests and applied standards as a means to judge options. Our standards included (also with the previously brainstormed bullets): Comply with Contract? Within Budget? Implementable (by stakeholders, including Director, OCB & OCSEA)? And, mutually Beneficial?

We started to review the list. Struck the first item, "Agency specific negotiations" and spent most of the remaining session talking about policy for policies. Points expressed (noting we graphically grouped some of this information):

- Universally known procedures to develop, share, approve, implement and revise policies are desired. It is important that appropriate people, including front line management and staff, see and provide input to policies. It is frustrating to discover surprises. Policies and revisions have appeared suddenly.
- There is a need to audit content of policies for overall consistency. Diverse and widespread review is important to catch ramifications across the Agency.
- implementation (Not sure if much more was said. I had the lone word.)
- Policies are sometimes initiated from outside the Agency, typically by DAS/OCB.
- Some agencies do have a policy regarding policies,
- Currently OhioEPA introduces or revises policies as management determines the need, based on various sources of awareness or insight, including mandates and grievances.
- (New) Develop with widespread input and review, finalize, universally inform (possibly incl agency-wide intranet for both draft and final) and implement.

8 Next Agenda (Wed., 11/19/08 at OCSEA):

- 1 Identify action items/decision recorder
- 2 Review Minutes/Action Items/ Agenda
- 3 Subcommittee reports (at least Training)
- 4 Communications Report / incl. District Updates
- 5 Policies update
- 6 Future Efforts (homework - continue to review possible efforts; think or respective interests.)
- 7 Set next agenda (12/17/08 - Lazarus)

The session ended at approximately 12:40

Minutes:

Prepared by Mark Besel (614/644-4834)

Shared draft, 11/7/08; approved 2/24/09, shared final 3/12/09 (multiple meetings canceled during contract bargaining).

MINUTES - condensed; Ohio EPA L/M Mtg - OhioEPA, W., Oct 22, 2008, 9:30.

Attending:

Mark Besel, Mike Bolas, Heidi Griesmer, Natalie Oryshkewych, Craig Rehkoph, Don Starr, Donna Waggener and facilitator Alauddin Alauddin. Ken Mettler and Mylynda Shaskus attended as new members/guests for the full session. Meryl Williams (OCSEA), Cathryn Allen, John Albrecht and Theresa Lanthorn were also guests for part of the session. Deborah Bailey, Craig Butler, Mariano Haensel, Kelvin Jones, Susie Marshall, Ryan Sarni, Pat Tebbe and were excused/absent.)

Agenda (from prior minutes)

- |   |                                      |   |                                    |
|---|--------------------------------------|---|------------------------------------|
| 1 | ID Action items / Recorder           | 5 | Communications Report, incl DO L/M |
| 2 | Review Minutes/ Action Items/ Agenda | 6 | Policies Update                    |
| 3 | Committee Reports (Training)         | 7 | Future Efforts                     |
| 4 | Web Update (Guests; Cathryn et al)   | 8 | Set Next Agenda                    |

- 1 Craig R. agreed note/share action items (see his 11/4/08 e-mail)
- 2 The **action items** were recapped; **minutes** reviewed and approved.
- 3 **Subcommittees -**
- 3a,b **Career Path , Sick Leave** -- no report
- 3c **Training** - Communication with Rod Spain indicated Rod's buy-in contingent upon chiefs' acceptance; they to be updated at the next monthly chief's meeting. Don reminded that our efforts stand alone. No dissenting opinion voiced.
- 4 **Web Page Update;** Cathryn Allen (lead) with Teresa Lanthorn and John Albrecht; provided update. There is an ongoing, Governor dictated effort to update Agency web resources (approximately 50,000 pages). After significant discussion and evaluation by diverse interests, the Agency decided to implement by way of a combined contractor / staff effort. Existing staff will be trained as part of the contractor's work. The goal is to transition to the new format for at least the main, introductory pages by January 2009. Agency web files will be transferred to the Office of Information Technology's server. (As p.s.; an award is in progress and the vendor is believed to be Distinctive Business Systems, in collaboration with Resource One. They satisfactorily provided similar services to ODNR. ) The agency anticipates implementation via 25 (+/-) varied web involved staff, with a like number to be drawn as efforts progress.
- 5 **Communications Report / District Updates** (Tabled)
- 6 **Policy updates** - Brief, casual discussion of recent Flex Time and Sign-in/out log policy revisions. Members elected to move to "next items".
- 7 **Future efforts** - Agreed "Agency Specific" not a topic for extensive effort, began and focused on discussions of policy. There was agreement that surprises and inconsistencies were sometimes a problem. The Agency had no policy on policies. DAS, ODNR & probably other agencies did. Discussion included staff at all levels experiencing frustration over surprises, diverse and widespread review needed to catch ramifications, universal sharing of drafts and finals desired, and regular reviews audits to ensure consistency desired. (homework - continue to review possible efforts; think of respective interests.)
- 8 **Next Agenda** (11/19/08 -OCSEA - Polaris);
  - 1 ID action item/decision recorder;
  - 2 Review Minutes
  - 3 Sub-committee reports
  - 4 Communications/ DO update
  - 5 Policies update
  - 6 Future Efforts
  - 7 Next agenda (12/17/08 - Lazarus)

Minutes, shared draft 11/7/08; approved 2/24/09, shared final 3/12/09 (multiple meetings canceled during contract bargaining). Mark Besel (614/644-4834)

**“Ohio EPA L/M Committee’s Possible Future Efforts, 4/30/08”**

The following ideas generated at the 4/30/08 joint Labor / Management Meeting

- Agency Specific Negotiations
- Review & Clarify Existing & New Agency Policies
- Sick Leave 70%
- Personal Communication Protocol / Policy (phones, PCs, E-mail)
- Career Ladder for all employees
- Pay inequities; ES3s / Supervisors
- Contracting out Agency Functions
- Training Protocol or Agency Standards or Tools for stuff we have; (i.e., better utilization of products available w/o specific training - MSWord, etc.
- Flex Time Coverage / Consistency across agency - Mtg Governor’s Rqmts
- Review, Evaluate & possibly reclaim “contract-in” Opportunities.
- Broader Use of Agency Grant Writers; Assistance, Research of available money for Agency-wide activities
- (?) Agency w/in context of this complex communication
- Evaluate efficiencies; Art. 14, Quality; staffing & needs
- Everything re Performance Evaluations - consistency, forms, development
- More coordination and information sharing at the Lazarus complex; w other agencies; blood drives, H&S activities, etc (difibs, trng, fundraisers)
- Direct joint communication with the Director (1x or 2x / year)
- More use of TWL - temporary work level
- Explore consistency and pursue win/win efforts re advanced degrees &/or certifications required for work (e.g., P.E.)
- Ensure pro-active stance to prepare staff for job-related tech changes
- Need for specialized training; in-house outside
- Better support for extracurricular, professional conferences & presentations
- Evaluate consistent availability & sharing of tehc & other resources across the agency

- Stance re staff joining professional / community organizations
- Strategies to better integrate the Agency across divisions & Dos (One Agency vs 7 or 8 fiefdoms – high inefficiencies)
- Increased presence of Union at Agency Appreciation Day
- Use of Project Employees
- (Mbesel add) Information summary & sharing re use of Interns

[post script “adds”

- policy re policies
- contracting out & article 39
- our social development and team dynamics
- AEDs (unsuccessful thus far w H&S)

Standards:

- 1 Does it comply with the Contract?
- 2 Can it work within budget?
- 3 Is it Implementable (Director, OCB, OCSEA, Stakeholders)?
- 4 Is it Mutually Beneficial?

**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 included 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 if 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. 11<sup>th</sup> 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 11<sup>th</sup> 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 11<sup>th</sup> 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.)

- |  |                            |
|--|----------------------------|
| 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.

## 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)
- 
- 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  
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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  
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(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.)

- |   |                                      |   |                        |
|---|--------------------------------------|---|------------------------|
| 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)**
- |                                     |                                 |               |
|-------------------------------------|---------------------------------|---------------|
| 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

# MINUTES - Draft - Ohio EPA Labor Management Meeting

Wednesday, June 25th, 2008, 9:30 AM, at Ohio EPA / Lazarus

[The May 28<sup>th</sup> meeting, scheduled at OCSEA, was canceled earlier the same week.]

## Attending:

Deborah Bailey, Mike Bolas, Mark Besel, Craig Butler, Mariano Haensel, Natalie Oryshkewych, Craig Rehkopf, Ryan Sarni, and Don Starr. Cathy Altman (SWDO-BU), Ken Mettler (SEDO-BU) and Adam (OCB-Intern) attended as guests.

Excused/Absent: Heidi Griesmer, Kelvin Jones, Susie Marshall, Pat Tebbe, Donna Waggener and facilitator, Alauddin Alauddin

The first order of business was adoption of agenda, as follows:

**Agenda** [e-distributed by both Alauddin (for May) and Mike; committee reviewed and adopted. ]

- 1 Identify Action Items / Recorder
- 2 Review Minutes/Action Items/ Agenda
- 3 Subcommittee reports
- 4 Communications Report-Out
- 5 Policies Update
- 6 Vehicle Guidance
- 7 New Members
- 8 Review future meeting dates
- 9 Set next agenda (7/23/08 @ OCSEA / Polaris)

Given the presence of guests, there were repeated rounds of introduction and re-introduction as late arrivers joined. There was brief discussion concerning the make-up of the committee, primarily coordinated by Don Starr, LRO and the Bargaining Unit, coordinated by Mike Bolas, past Assembly President. Statewide Bargining Unit members are ultimately appointed by OCSEA and some changes are pending. (More in item #7.)

- 1 Don Starr agreed to recap action items.
- 2 The April 30, 2008 minutes were reviewed and approved  
[I had no notes re prior action items, any input appreciated]
- 3 **Subcommittees -**
  - 3a **Career Path** - mini report; Pds etc on line, somewhat on hold, pending coordination with related "training".
  - 3b **Sick Leave** - mini report; pilot type work remain; "letter efforts" completed.
  - 3c **Training** - Members shared a May 16<sup>th</sup> Draft "Training Policy Recommendations". There was discussion that e-mail confusion may have resulted in an incomplete distribution with sensitivity that Rod Spain may not be completely aware or updated as to the status of the effort. (Members were to check with Rod subsequent to the meeting. I did separately share the copy with Rod, too, noting the brief discussion re the confusion.)  
A diverse discussion of training related concerns included: OCAPP's recent brown bag invitation (climate change); apparent low utilization of professional development plans (PDPs) as part of annual review process; diversity among divisions re training; appreciation that DHWM may be leading the curve with the identification of training needs and subsequent integration into the PDPs, at least for some units; variation among districts and over time as to tracking of training; diversity of "training coordinators"; etc. .

(3c) **Training**, continued)

Mark, Craig R & Mike updated re the joint State/OCSEA IT classifications update, recently jointly presented to Agency IT staff (OhioEPA is possibly “in the middle re State IT, but Ohio state agencies are generally approximately five years behind the state of the art.).

4 **Communications Report-Out** Members recapped efforts in the last two months, though not much specifics. Various office and Union meetings noted.

5 **Policy updates -**

- Don shared OES’s Bereavement Leave policy (dated 11/06).
- There was discussion of overtime/comp-time, brief discussion of medical documentation and when needed (leaves of five days or more and holiday pay related to sick leave and call-offs).
- The “vacation dump” for part time employees is being addressed at the state-wide level and a final decision is still pending. (There was brief discussion as to the history and variations of Agency part-time positions and sensitivity to the use of the term “contract” to describe more recent agreements executed between a part-time person and the Agency. (OCSEA being the exclusive bargaining representative for any contracts and the more recent part time arrangements are not OCSEA endorsed.) There was brief discussion as to L/M committee input re same and it was noted that we are addressing priorities at the upcoming session(s).
- [out of order, but relevant here; prompted by the vehicle policy - next] Vehicle guidance discussion progressed to a brief recap of the Agency Review Team (ART) and the assumption that there remained a Statewide Quality Network, with the ART a subordinate effort. (ART focuses on cost efficiency; the Ohio EPA group has addressed 60-75 suggestions. Our ART team includes Heather Lauer, Mike Wood, Mike Bolas, Trinka Mount and Laura Powell.)

6 **Vehicle Guidance Policy** (apparently prompted by distribution of car-pooling suggestions). A car-pooling suggestion was shared, for “when it made sense”. NWDO and possibly other district offices had soft protocols to help ride share, especially to CO.

7 **New Members**; The resignation of two members, the non-participation of some and the new Assembly terms were discussed and noted as a logical transition. The Ohio EPA Assembly w new President Mark Besel, in coordination with the Chapters, will be coordinating bargaining unit representation with OCSEA. There was brief discussion as to means to further involve staff with the committee and sub-committees in some fashion. The idea of alternates, *pe se*, was not popular. Deborah updated us as to OCSEA assignment changes. Our scheduled meeting dates conflicted with some of her other assignments, e.g., ODJFS, where staff face major issues, including lay offs & bumping, requiring her attention.

[continued]

- 8 Review **future meeting dates**; There was brief discussion as to the desirability to regain momentum and the logic of tweaking our schedule to maximize participation. A routine, monthly date was considered best and after discussion and calendar checks, those present suggested the second Thursday of the month. The July meeting was to remain as scheduled (7/23/08, W). The August meeting was tentatively scheduled for Th., 8/21/08 and the September meeting - the proposed new routine - Th, 9/11/08.  
(The dates were shared with all members 6/28/08. No comments received.)
- 9 Set **Next Agenda** (7/23/08 @ OCSEA / Polaris, 9:30) schedule conflicts for
  - 1 Identify action items/decision recorder
  - 2 Review Minutes/Action Items/ Agenda
  - \*\* Guests - CALMC Update/options 10:00 ish
  - 3 Subcommittee reports (Career path, Training, Sick Leave)
  - 4 Communications Report (our collective homework)
  - 5 Policies update
  - 6 Vehicle Guidance (I'm not sure if we wanted or not)
  - 7 New Members
  - 8 Set next agenda (Th., 8/21/08 -Ohio EPA/Lazarus/IT)

Minutes:

Prepared by Mark Besel (614/644-4834)

Shared draft 7/18/08, - w apologies for the delay - any help re omissions or whatever, appreciated.

P.s., Our draft brain-stormed priorities that are also with the prior notes are included here for availability of members to reference and review.

**“Ohio EPA L/M Committee’s Possible Future Efforts, 4/30/08”**

The following ideas generated at the 4/30/08 joint Labor / Management Meeting

- Agency Specific Negotiations
- Review & Clarify Existing & New Agency Policies
- Sick Leave 70%
- Personal Communication Protocol / Policy (phones, PCs, E-mail)
- Career Ladder for all employees
- Pay inequities; ES3s / Supervisors
- Contracting out Agency Functions
- Training Protocol or Agency Standards or Tools for stuff we have; (i.e., better utilization of products available w/o specific training - MSWord, etc.
- Flex Time Coverage / Consistency across agency - Mtg Governor’s Rqmts
- Review, Evaluate & possibly reclaim “contract-in” Opportunities.
- Broader Use of Agency Grant Writers; Assistance, Research of available money for Agency-wide activities
- (?) Agency w/in context of this complex communication
- Evaluate efficiencies; Art. 14, Quality; staffing & needs
- Everything re Performance Evaluations - consistency, forms, development
- More coordination and information sharing at the Lazarus complex; w other agencies; blood drives, H&S activities, etc (difibs, trng, fundraisers)
- Direct joint communication with the Director (1x or 2x / year)
- More use of TWL - temporary work level
- Explore consistency and pursue win/win efforts re advanced degrees &/or certifications required for work (e.g., P.E.)
- Ensure pro-active stance to prepare staff for job-related tech changes
- Need for specialized training; in-house outside
- Better support for extracurricular, professional conferences & presentations
- Evaluate consistent availability & sharing of tech & other resources across the agency

**“Ohio EPA L/M Committee’s Possible Future Efforts, 4/30/08” – Continued**

- Stance re staff joining professional / community organizations
- Strategies to better integrate the Agency across divisions & Dos (One Agency vs 7 or 8 fiefdoms – high inefficiencies)
- Increased presence of Union at Agency Appreciation Day
- Use of Project Employees
- (Mbesel add) Information summary & sharing re use of Interns

Standards:

- 1 Does it comply with the Contract?
- 2 Can it work within budget?
- 3 Is it Implementable (Director, OCB, OCSEA, Stakeholders)?
- 4 Is it Mutually Beneficial?

# MINUTES - Draft - condensed

Ohio EPA Labor Mgt Mtg - at Ohio EPA, Wednesday, June 25, 2008, 9:30 AM

## Attending:

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

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

- |   |                                      |   |                      |
|---|--------------------------------------|---|----------------------|
| 1 | ID Action items / Recorder           | 6 | Vehicle Guidance     |
| 2 | Review Minutes/ Action Items/ Agenda | 7 | New Members          |
| 3 | Subcommittee Reports                 | 8 | Review Meeting Dates |
| 4 | Communications Report-out            | 9 | Set Next Agenda      |
| 5 | Policies Update                      |   |                      |

- 1 Don Starr take and note action items
- 2 The **action items** were recapped; **minutes** reviewed and approved.
- 3 **Subcommittees** -
  - 3a **Career Path** - Brief report; Pds etc on line, additional efforts w training.
  - 3c **Sick Leave** - Brief report; "letter efforts" complete, pilot, etc. remain.
  - 3c **Training** - Draft 6/16/08 "Training Policy Recommendations" shared w. note that e-distribution possibly incomplete; also not totally coordinated w Rod Spain. Brief discussion of training related concerns, including: OCAPP's climate change recent brown bag lunches; apparent low utilization of PDPs in annual review process; diversity among divisions re training; appreciation that DHWM may be more advanced; variation among districts and over time as to tracking of training; diversity of "training coordinators"; etc.
- 4 **Communications** - Members recapped efforts in the last two months w various office and Union meetings noted.
- 5 **Policy updates** -
  - Don shared OES's Bereavement Leave policy (dated 11/06).
  - Brief discussion of need for medical documentation (>5 days or and call-offs before/after holidays).
  - Statewide fix of the "vacation dump" for part time employees is still pending. (Also brief discussion as to the history and variations of part-time positions, sensitivity to the use of the term "contract" due to OCSEA exclusivity.
  - [out of order, but relevant]; brief recap of the Agency Review Team (ART) and overall quality network, noting belief that the Statewide Quality Network exists. Our ART team includes Heather Lauer, Mike Wood, Mike Bolas, Trinka Mount and Laura Powell.)
- 6 **Vehicle Guidance Policy** A car-pooling suggestion was shared, for "when it made sense". District offices have protocols to help ride share, especially to CO.
- 7 **New Members**; Re-commitment and replacement of members ongoing. General agreement that efforts to further involve staff with the committee and sub-committees in some fashion is desired, though the idea of alternates, pe se, was not popular. Deborah remains our OCSEA staffperson..
- 8 **Future meeting dates**; Routine date desired; monthly second Thursday suggested. Next 3: W, 7/23/08; Th, 8/21/08; and Th, 9/11/08.)
- 9 **Next Agenda** (W CALMC guests re future options)

1	ID action item/decision recorder;	5	Policies update
2	Review Minutes	6	Future Projects
3	Sub-committee reports	7	Next agenda (7/23/08 -OCSEA)
4	Communications Rpt		

Minutes by Mbesel, 614/644-4834; Shared draft 7/18/08,

**MINUTES** - Ohio EPA Labor Management Meeting  
Wednesday, April 30th, 2008, 9:30 AM, at Ohio EPA / Lazarus

Attending:

Deborah Bailey, Mark Besel, Craig Butler, Ken Dewey, Heidi Griesmer, Kelvin Jones, Craig Rehkopf, Ryan Sarni, Don Starr, Donna Waggener and facilitator, Alauddin Alauddin.

Excused/Absent: Mike Bolas (- attended briefly during lunch break of conflicting meeting), Mariano Haensel, Dave Hunt, Susie Marshall, Natalie Oryshkewych, and Pat Tebbe.)

The first order of business was adoption of agenda, as follows:

**Agenda** [Alauddin e-distributed a two-sided version, this a recap; committee reviewed and adopted. ]

- 1 Identify Action Items / Recorder
- 2 Review Minutes/Action Items/ Agenda
- 3 Subcommittee reports
- 4 Communications Report-Out
- 5 Policies Update
- 6 Future Projects
- 7 Set next Agenda (May 28, 2008 @ OCSEA / Polaris)

1 Craig Rehkoph agreed to recap action items. (He did; see 5/6/08 e-distrib.)

- 2 [The April 2, 2008 **minutes** were reviewed and approved  
The **action items**, summarized and shared by Craig Butler (4/3) and condensed here, were reviewed:
- Standing item; co-chairs to send mid term action item reminder (done);
  - Subcommittee one year summary report to Heidi; (one of three done, other two to please send to Heidi);
  - Subcommittees: Training has a pending meeting w Rod; Sick leave - no pending actions; Career path - advise Don of TO/PD link problems;
  - Co-chairs; talk, develop & share mechanism to forward recommendation to the Director (completed, though shared w/o requested OCSEA input opportunity);
  - All- Continue to talk to constituents; Don - to bring list of discussed new projects; Mike to resurrect original brainstorming list.

Discussion of the agenda and the postponed integration of new projects prompted discussion of membership and participation. The OCSEA Bargaining Unit State Assembly elections, possibly affecting BU member participation, were postponed due to the 3/8/08 snow emergency and rescheduled for 5/31/08. The thought and desirability to institute some acclimation process for prospective or new members was introduced and discussed. No specifics were noted or agreed though limit of one or two was mentioned. The facilitator ensured input opportunity from all. Four points were summarized: 1 - move forward being open minded if/as new people join; 2 - emphasize training for any new members (w time and \$ tbd); 3 - A mode to acclimate potential and new members is a good idea; and, 4 - Maintaining a balance of L/M membership is important - not strictly by numbers. The committee will re-evaluate membership in July.

3 **Subcommittees** -

3a **Training** - Members met with Rod Spain on the 8<sup>th</sup>. He plans to move forward with efforts to increase training participation via the programs and is appreciative

of the committee's efforts. More specifically, he hopes to ensure the chiefs and managers conduct needs and skills gap assessments with his help but ultimate program ownership. Members noted that some good examples probably exist State-wide. (OCSEA citing experience with other agencies. Members also noted SWDO experience with extra-agency exercises with emergency management and various organizations concerning Avian Flu, etc.)

3b **Career Path** - No report; somewhat on hold, pending coordination with related "training".

3c **Sick Leave** - No report - "letter efforts" completed.

4 **Communications Report-Out** Members recapped efforts in the last month. Kelvin noted routine efforts at Chapter meetings, Don noted specifically bringing attention to the career path, sick leave letters and leave tally in TAS at the Chiefs' meeting with general appreciation of efforts. Craig R. and Mark noted smaller group and one-on-one discussions with staff expressing significant interest in training opportunities, maintenance of flex and unhappiness with the Sick leave penalties. Craig B noted his participation with Don at the Chiefs' meetings, SEDO staff meetings and smaller group and one-on-one discussions. Heidi noted sharing information at PIC's weekly PIC staff meetings with ongoing interest in our efforts, especially some improvements to the sick leave penalty.

The overlap with Agency staff interests and OCSEA member interest was noted, including the fact that OCSEA were surveying for priorities for the next contract. Kelvin noted low response rate to date. (The survey was shared later that day.)

5 **Policy updates -**

- No new policies had been issued in April (since the 4/2/08 session).
- There was an inquiry as to the Agency's representation on various Statewide committees, including quality/efficiency and health care/wellness. (Re Quality) - There is a Statewide "ART" - Agency Review Team. Mike & Kelvin received training; Mike is the co-chair. Heather Laur (PIC) and Mike Wood (Fiscal) are also members. Laura Powell is the Mgt co-chair. (There have apparently been many suggestions with a significant portion beyond their agreed scope.) There was no specific awareness of a wellness committee, per se. (Mark inquired due to "Wellness Coordinators' Statewide mtg at Ag., also 4/30/08; unknown to all.)

6 **Future Projects** (After brief discussion re prior lists, and a brief break, the group decided to brainstorm a fresh/updated list and compare it to our initial version. The updated list follows the notes ("Ohio EPA L/M Committee's possible future efforts, 4/30/08"). Kudos to Alauddin's efforts to ensure complete participation.

Our Standards to determine if appropriate (also with the brainstorm material):

- 1 Does it comply with the Contract?
- 2 Can it work within budget?
- 3 Is it "Implementable" (Director, OCB, OCSEA, Stakeholders)?
- 4 Is it Mutually Beneficial?

7 **Wrap-up, Summary & next Agenda** (See also Craig Rehkoph's 5/6/08 e-mail):  
**Action Items**

The Committee reaffirmed agreement to move forward with efforts and review membership in July, subsequent to BU Assembly elections; meeting dates, too, might be revisited with membership changes and in light of possible ongoing schedule conflicts for Deborah. Specific items: ,

- Don to e-mail all re Director letter
- Mark to share union survey
- Don to check w Laura Powell re "ART" (Agency Review Team)
- Mike to provide ART update next meeting
- Mike to e-mail "old" brainstorm list
- Heidi to share NewsSource draft article

**Next Agenda** (Wed., May 28, 2008 at OCSEA /Polaris):  
(Deborah Baily asked to be excused due to schedule conflict.)

- 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 Future Projects (incl. Policy Process)
- 7 Set next agenda (Wed., 6/25/08 -Ohio EPA/Lazarus)

Minutes:

Prepared by Mark Besel (614/644-4834)

Shared draft 5/13/08, approved 6/25/07, distributed 6/27/08 (5/28/08 meeting canceled)

**“Ohio EPA L/M Committee’s Possible Future Efforts, 4/30/08”**

The following ideas generated at the 4/30/08 joint Labor / Management Meeting

- Agency Specific Negotiations
- Review & Clarify Existing & New Agency Policies
- Sick Leave 70%
- Personal Communication Protocol / Policy (phones, PCs, E-mail)
- Career Ladder for all employees
- Pay inequities; ES3s / Supervisors
- Contracting out Agency Functions
- Training Protocol or Agency Standards or Tools for stuff we have; (i.e., better utilization of products available w/o specific training - MSWord, etc.
- Flex Time Coverage / Consistency across agency - Mtg Governor’s Rqmts
- Review, Evaluate & possibly reclaim “contract-in” Opportunities.
- Broader Use of Agency Grant Writers; Assistance, Research of available money for Agency-wide activities
- (?) Agency w/in context of this complex communication
- Evaluate efficiencies; Art. 14, Quality; staffing & needs
- Everything re Performance Evaluations - consistency, forms, development
- More coordination and information sharing at the Lazarus complex; w other agencies; blood drives, H&S activities, etc (difibs, trng, fundraisers)
- Direct joint communication with the Director (1x or 2x / year)
- More use of TWL - temporary work level
- Explore consistency and pursue win/win efforts re advanced degrees &/or certifications required for work (e.g., P.E.)
- Ensure pro-active stance to prepare staff for job-related tech changes
- Need for specialized training; in-house outside
- Better support for extracurricular, professional conferences & presentations
- Evaluate consistent availability & sharing of tech & other resources across the agency

**“Ohio EPA L/M Committee’s Possible Future Efforts, 4/30/08” – Continued**

- Stance re staff joining professional / community organizations
- Strategies to better integrate the Agency across divisions & Dos (One Agency vs 7 or 8 fiefdoms – high inefficiencies
- Increased presence of Union at Agency Appreciation Day
- Use of Project Employees
- (Mbesel add) Information summary & sharing re use of Interns

Standards:

- 1 Does it comply with the Contract?
- 2 Can it work within budget?
- 3 Is it Implementable (Director, OCB, OCSEA, Stakeholders)?
- 4 Is it Mutually Beneficial?

Attending:

Deborah Bailey, Mark Besel, Craig Butler, Ken Dewey, Heidi Griesmer, Kelvin Jones, Craig Rehkopf, Ryan Sarni, Don Starr, Donna Waggener, and facilitator Alauddin Alauddin.

(Mike Bolas\*, Mariano Haensel, Dave Hunt, Susie Marshall, Natalie Oryshkewych and Pat Tebbe were excused/absent ; \* - Bolas in briefly during lunch hour.)

**Agenda** (Formatted agenda e-distributed by Alauddin prior to the meeting.)

- |   |                                      |   |                               |
|---|--------------------------------------|---|-------------------------------|
| 1 | ID Action items / Recorder           | 5 | Policies Update               |
| 2 | Review Minutes/ Action Items/ Agenda | 6 | Future Projects               |
| 3 | Subcommittee Reports                 | 7 | Next Agenda (5/28/08 - OCSEA) |
| 4 | Communications Report-out            |   |                               |

- 1 Craig Rehkopf to take and note action items (see his 5/6/08 e-mail)
- 2 The **action items** were recapped; **minutes** reviewed and approved.
- 3 **Subcommittees** -
- 3a **Training** - Met w Rod Spain; he plans to offer increased training opportunities and appreciates committee's efforts. He sees more program involvement; chiefs and managers to conduct needs and skills gap assessments with his significant help but ultimate program "ownership". Other OCSEA represented agencies might provide relevant good examples (i.e., opportunity), also SWDO experience with extra-agency exercises with multiple agencies, EMA etc, e.g., re Avian Flu.)
- 3b **Career Path** - No report; somewhat progressing w training.
- 3c **Sick Leave** - No report; "letter efforts" complete.
- 4 **Communications Report Out** - Diverse efforts noted. Interest in training opportunities and unhappiness with sick leave penalty reinforced. The overlap with Agency staff and OCSEA member interest was noted, including the fact that OCSEA were surveying for priorities for the next contract. OCSEA survey shared (sent to members, also on the web).
- 5 **Policy update** -
  - No new policies since last meeting.
  - Inquiry & brief discussion re statewide committees; Mike & Laura Powell co-chair "ART" (Agency Review Team - re efficiency). Two additional members named.
  - No awareness of "Wellness Coordinators" (Statewide group also meeting that day.) Issues exist w implementation "hospitalized overnight" penalty waiver;
- 6 **Future Projects** - Prior brainstorm list was not readily available; group brainstormed new list of potential committee efforts for comparison to prior version and possible future action. (25+ item list is with full minutes.) Review criteria include:
  - 1 - compliant with Contract?;
  - 2 - within budget?;
  - 3- Implement? (Director, OCB, OCSEA, Stakeholders);
  - 4 - Mutually beneficial?
- 7 **Next Agenda** (repeat of today's; 5/28/08 OCSEA/Polaris; Action Items - see Craig R's 5/6/08 e-distribution)

1	ID action item/decision recorder;	5	Policies update
2	Review Minutes	6	Future Projects
3	Sub-committee reports	7	Next agenda (5/28 - OCSEA)
4	Communications Rpt		

Minutes by Mbesel, 614/644-4834

Shared draft 5/13/08, approved 6/25/07, distributed 6/27/08 (5/28/08 meeting canceled)

# MINUTES

Ohio EPA Labor Management Meeting

Wednesday, April 2nd, 2008, 9:30 AM, at OCSEA/Polaris

## Attending:

Deborah Bailey (delayed), Mark Besel, Mike Bolas, Craig Butler, Ken Dewey, Heidi Griesmer (excused early), Kelvin Jones, Craig Rehkopf, Ryan Sarni, Don Starr and facilitator, Alauddin Alauddin.

(Excused/Absent: Mariano Haensel, Dave Hunt, Susie Marshall, Natalie Oryshkewych, Pat Tebbe and Donna Waggener.)

The first order of business was adoption of agenda, as follows:

**Agenda** [Alauddin e-distributed a two-sided version, this a recap; committee reviewed and adopted. ]

- 1 Identify Action Items / Recorder
- 2 Review Minutes/Action Items/ Agenda
- 3 Subcommittee reports
- 4 Communications Report Out
- 5 Sick Leave - Letter #3 (Low Leave)
- 6 Policies Update
- 7 Union Log
- 8 Set next Agenda (April 30, 2008 @ Ohio EPA/Lazarus)

1 Craig Butler agreed to recap action items.

2 The 1/23/08 **minutes** were reviewed and approved with minor corrections. The **action items**, summarized by Mike Bolas and condensed here, were reviewed:

- ID of non or incorrectly linked TO-PDs (still pending)
- Share draft e-mail for Agency re TO-PDs (still pending)
- Share info re IT's progress w sick-leave calculator (done)
- BU to discuss Sick leave letter #3 (done - partial)
- check with constituents re committee priorities (done - partial; ongoing)
- subcommittees @ develop info for NewsSource (done - partial)
- LRO/OCB to discuss & determine OCB policy re L/M time accounting (done)

The committee suggested that the co-chairs (Mike & Don - unofficial contacts) conduct a mid term "tickler" to action item designees to help ensure completions.

## 3 **Subcommittees -**

3a **Training** - There was a brief recap of past efforts leading to somewhat of a stall, due to opposing views over specificity. There was significant dialogue, clarifying that the training officer's "specificity" was to ensure a program with universal participation, not to dictate and track specific training. (That left to the Division/office and ultimately the supervisor/subordinate relationship.) Members reported that the Agency Training Officer was making annual recommendations to the Director, possibly including the goal of broader training participation. There has been discussion that the committee may present our thoughts & recommendations at the Chiefs' Mtg., possibly in concert or coordination with Rod Spain. It is appreciated that our efforts might well assist Rod.

The integration of needs/skills/gap assessments and ongoing training and development was noted, with the Agency's IT efforts specifically cited by BU. (CNA and ZenWorks being two examples.) There was dialogue as to the spectrum of training, including position specific mandatory training; work unit,

office or Agency enriching training; and, employee enriching training. Mgt reinforced that the agency would pay for all mandatory training and would generally be open to any win-win efforts, possibly including utilization of resources such as employees Education Trust benefits (previously WFD). There is an appreciation that an employee's professional development is a valid workplace consideration. There are some significant misunderstandings or gaps, citing training vs expectation incongruities.

3b **Career Path** - Somewhat on hold, pending coordination with related "training".

3c **Sick Leave** - Addressed as part of item #5, below.

4 **Communications Report-Out** Members recapped efforts in the last month. Craig R. noted enthusiasm for anticipated additional clarity about training expectations and means to accomplish them. Kelvin noted staff concern for Governor's travel restrictions and impact on free and needed training. Mark noted dialogue at Lazarus Stewards and DAPC monthly meeting. There was some interest in both sick leave tracking and access to Pds. PD information surprised multiple staff. Craig B. noted sharing updates and both managers' and all district meetings with interest & support. Heidi noted multiple discussion at weekly PIC meetings, w staff noting interest in mitigating the 30% penalty and addressing confusion and inconsistencies with the 30% penalty with inpatient vs outpatient hospitalizations. Mike reported similar concerns and interest in NEDO. (Multiple physicians and confusing paperwork noted.) Kelvin noted this matter possible fodder for the Joint Healthcare committee. Carol Bowsier is the OCSEA lead. Ken noted that the attention to training seemed to be especially welcome and appreciated, reinforced by several involved staff.

5 **Sick leave, letter 3** - There was discussion of the three letters being a fall back to a pilot, possibly "make whole", re the 2<sup>nd</sup> 40 hour sick leave penalty. There was discussion and general agreement that a committee endorsed letter would be stronger and better received. Multiple BU staff emphasized the sensitivity of being part - even remotely perceived as being part - of discipline efforts possibly resulting in termination. The semantics and situation specific appreciation of "information", "notification", "perception", "interpretation", etc, were noted. All present provided input . (Kudos to our facilitator for ensuring such.) All present agreeing to following:

*The Ohio EPA Labor/Management committee recommends that the Director, directly or by way of Employee Services, notifies employees of low leave balances. (This a slight grammatical tweak to the prior reading.)*

There was significant discussion of minor modifications to a draft memo proposed from employee services to the supervisor of a low leave individual (dropped below 24 hours). Ultimately the committee determined not to endorse the letter in either the original or revised versions.

[The following items not all addressed in the order presented, but as per agenda. Some being somewhat of a "best fit" as to placement in the notes. ]

6 **Policy updates -**

- We reminded ourselves that this section is for updates of new and revised Agency policies or other related matters of interest.
- The Governor's **Travel restrictions** were noted as a hindrance to training opportunities - DERR & Superfund training specifically cited. There was discussion and acknowledgment that perception of efficiency or cost savings was sometimes at odds with the realities. There was no resolution nor recommendation.
- There was additional discussion of the confusion and inconsistent application of the "**hospitalization overnight**" waiver of the 2<sup>nd</sup> 40 hour sick leave penalty. Confusing paperwork, often multiple participating medical providers and facilities (traditional and out-patient) were cited. Management and staff appreciated the problem. It was noted that a Joint Health Care Committee existed, again, with Carol Bowshier as the prime OCSEA contact. No specific action was taken.
- Management noted that the Chiefs provided the Director comments in response to the discussions concerning **phone coverage and flex time**. They specifically noted referring the matter to this committee for input as an option (1 of 3).
- It was noted that no new policies or significant updates have occurred since the last meeting. Don did note two recent health & safety related policies, also mentioned in the February 27<sup>th</sup> minutes. These are fodder for the Health & Safety Committee, and would be covered in more detail there.

7 **Union Log**; Don and Ryan discussed the "Union Leave Request Log" with OCB management to ensure awareness of current expectations. A copy of DAS's "Accounting for Union Leave/Activity" clarification letter # 07-06-01, from Steve Loeffler, dated 7/13/07, was shared and copied for all. (See also 3.11 of the Contract.) There was brief discussion regarding the need for stewards, an instance of perceived excessive steward-time coding, and sensitivity of BU staff to additional requirements. While there was no summary, per se, the gist seemed to be that Don's requests for a log stood. Such matters were implemented at the supervisor/subordinate level, similar to other leave use.

In the wrap-up, we tasked ourselves to consider how to integrate new efforts into ongoing. (The BU Assembly elections were snow delayed until 5/31/08.)

8 **Next Agenda** (April 30, 2008 at Ohio EPA/Lazarus):

- 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 Future Projects (incl. Policy Process)
- 7 Set next agenda (5/28/08 -OCSEA/Polaris)

Minutes:

Prepared by Mark Besel (614/644-4834)

Shared draft 4/4/08; approved 4/30/08; finalized and distributed 5/9/08

# MINUTES - condensed

Ohio EPA Labor Mgt Mtg - at OCSEA, Wednesday, April 2, 2008, 9:30 AM

## Attending:

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

## **Agenda** (Formatted agenda e-distributed by Alauddin prior to the meeting.)

- |  |                                   |
|--|-----------------------------------|
| 1 ID Action items / Recorder           | 5 Sick Leave Letter               |
| 2 Review Minutes/ Action Items/ Agenda | 6 Policies Update                 |
| 3 Subcommittee Reports                 | 7 Union Log                       |
| 4 Communications Report-out            | 8 Next Agenda (4/30/08 - Lazarus) |

- 1 Craig B. to take and note action items (see his 4/3/08 e-mail)
- 2 The **action items** reviewed, several still pending; **minutes** were reviewed and approved w tweaks;
- 3 **Subcommittees** -
  - 3a **Training** - Recap of past efforts, noting concerns re specificity; clarification that the goal is to ensure more universal participation, not to dictate and track specific training - that via programs and ultimately the supervisor/subordinate relationship. It is appreciated that our efforts might well assist Rod, possibly including joint presentation to director & chiefs. Ultimately some integration of needs/skills/gap assessments needed in some areas. E.g., agency's IT efforts. Most staff appreciated diversity of training - required, desired, enrichment, etc. Utilization of Education Trust (prev. WFD) is at employees' discretion.
  - 3b **Career Path** - Somewhat on hold, pending coordination w training.
  - 3c **Sick Leave** - See item #5,
- 4 **Communications Report Out** - Diverse efforts noted. Interest reinforced with sick leave - tracking and mitigation from penalty, appreciation for TAS tracking; enthusiasm for training policies and opportunities; concern with the erratic application of sick leave penalty if hospitalized; concern with Governor's travel restrictions & free training. Appreciation and some surprises w Pds on the web.
- 5 **Sick leave letter #3** - Complete agreement:  
*The Ohio EPA Labor/Management committee recommends that the Director, directly or by way of Employee Services, notifies employees of low leave balances. (There was significant discussion re low leave, < 24 hrs, letter, but it was not endorsed in either original or revised form.)*
- 6 **Policy update** -
  - This item to share recent items of interest;
  - Governor's travel restrictions problematic but a fact of Government;
  - Issues exist w implementation "hospitalized overnight" penalty waiver;
  - Chiefs suggest L/M committee as an option for input re coverage/flex;
  - No new or significantly revised policies since last meeting.
- 7 **Union Log** - expected via DAS's "Accounting for Union Leave/Activity" clarification letter # 07-06-01, 7/13/07; copy shared; see also 3.11 of Contract.
- 8 **Next Agenda** (4/30 Lazarus; note action items, dvlp agenda, end 1:45ish:)

1 ID action item/decision recorder;	5 Policies update
2 Review Minutes	6 Future Projects
3 Sub-committee reports	7 Next agenda (5/28 - OCSEA)
4 Communications Rpt	

Minutes by Mbesel, distributed draft 4/4/08, approved 4/30/08, distributed final 5/9/08.



# MINUTES –

Ohio EPA Labor Management Meeting

[held at Ohio EPA/Lazarus, Wednesday, February 27th, 2008, 9:30 AM]

## Attending:

Mark Besel, Mike Bolas, Craig Butler, Heidi Griesmer, Craig Rehkopf, Ryan Sarni, Donna Waggener, and facilitator, Alauddin Alauddin.

(Excused/Absent: Deborah Bailey, Ken Dewey, Mariano Haensel, Dave Hunt, Kelvin Jones, Susie Marshall, Natalie Oryshkewych, Don Starr, and Pat Tebbe.)

The first order of business was adoption of agenda, as follows:

**Agenda** [Alauddin e-distributed a two-sided version, this a recap; committee reviewed and adopted. ]

- 1 Identify Action Items / Recorder (Mike Bolas)
- 2 Review Minutes/Action Items/ Agenda
- 3 Subcommittee reports
- 4 Communications Report Out
- 5 Sick Leave - Letter #3 (Low Leave)
- 6 Policies Update
- 7 Union Log
- 8 Set next Agenda (April 2, 2008)

1 Mike agreed to recap action items (P.s., See 3/5/08, e-mail.)

2 The 1/23/08 **minutes** were reviewed and approved with minor corrections.

### 3 **Subcommittees -**

3a **Career Path** - There was brief discussion as to multiple versions of some Tables of Organization (Employee Services vs various Divisions & Offices) and the links to PDs/TOs/ Class- Specs. (The variation among divisions was noted. Some with staff photographs.) The committee noted their letter of explanation was still pending and might be sent as an e-mail or via the "NewsSource". There was a general agreement to reinforce the matter as a committee effort, a "bean" of sorts.

3b **Training** - Members reported a polarization of sorts at higher levels, some desiring specifics with little room for confusion, others concerned by specificity, it being too directive, confining and possibly costly. The specific inclusion and identification of training funding would be a paradigm shift. As it is now, the money in Rod's budget is separate from Division & Office budgets.

3c **Sick Leave** - Again, the second, "70% penalty pending" letter remained on hold pending IT/TAS/OAKS implementation and the "low leave" letter remained on hold pending more complete, expressed bargaining unit endorsement. The BU members noted "our" lack of coordinated feed-back to the committee. There was brief discussion as to the fine line or matter of perspective as to whether communication re such matters was "corrective" vs "disciplinary" or "pro-active" vs "punative". Thought not a discussed committee matter, members noted the revised OES efforts re donated leave, "new" efforts implemented without being shared with the L/M committee. There was brief discussion as to the suspected disparate "yield" of donations, due to the variation in announcement, even advocacy of need. (P.s.; See Don Starr's 3/7/08 e-mail to L/M re the TAS/OAKS annual sick leave use summary which is corrected to the "sick-leave" year.)

- 4 **Communications Report-Out** Members recapped efforts in the last month. Mark noted that the Lazarus Union bulletin board was an apparent collaborative effort, with Glynnda Moore in DSW was among those updating it.
- 5 **Sick leave, letter 3** - Again tabled pending more BU dialogue. General comment that Union members were not averse to it or a similar message to be unilaterally issued by LRO/Employee Services or other management.
- 6 **Policy updates** - Members took issue with the Director's presentation of the **Poll Worker Policy**, as his February 1<sup>st</sup> presentation inferred significant L/M involvement when such was not the case. Appreciation of the policy was voiced. Documentation "overkill" was a noted objection.

Safety/Workers Comp, Travel for Exempt Employees and Agency Flex hours were noted as recent shared policies. There was minimal if any discussion of Safety, Travel & Workers Comp. There was significant discussion as to what constituted agency "coverage", including the Director's take, if any, regarding 30%. Are field staff "in the field" considered "in"? There seemed to be almost universal appreciation that flex was being implement differently across the Agency. "Woeful inadequacies" were noted in some instances. It was also noted, that with site and technical specialities, it would not be practical nor efficient to strive to be able to immediately answer all questions. In many instances even a reply the next business day should be considered excellent responsiveness.

Post script: The **Safety & Workers Comp** were apparently "**Public Employees Risk Reduction Program**" and "**Workers Comp**." policies shared by Don Starr 2/7/08. Exempt Travel was from Chris Geyer on 2/4/08. I am unaware of the specifics re Flex time. Three others, possibly covered under "Safety" shared via Don Starr on 2/21/08, are "Hazard Assessments for Agency Field Operations", "Occupational Medical Screening and Surveillance Program", and "Field Safety Orientation for New Field Staff". Again, there was no specific review or discussion.

The apparent revised policy, protocol and efforts to notify the Agency of the need or opportunity for **donated leave** was noted. Brief discussion and general agreement noted the disparate results of efforts subject at least in part to the "eloquence of the plea". No concerns were voiced.

While not "policy" per se, issues concerning IT Positions and training and the Agency web resources were noted as well as a pending Statewide IT meeting. An OCSEA/DAS PD review and update effort is possibly warranted.

- 7     **Union Log**; Don was unable to attend and Ryan noted that he and Don had not spoken in the interim. There was discussion as to the extreme sensitivity of the matter, the contract language, and the desire to achieve a win-win understanding. There was speculation that higher levels were ultimately needed and that possibly concerns for correctional institutions (etc.) threatened to interfere with EPA matters.

In the wrap-up, as in the committee meetings, we tasked ourselves to prepare sub-committee reports - a brief who we are and what we have done - with the intent to be combined into a NewsSource article;

- 8     **Next Agenda** (April 2, 2008 at Polaris/OCSEA) :
- 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     Sick Leave, Letter #3 (low leave; BU endorsement )
  - 6     Policies update
  - 7     Union Log
  - 8     Set next agenda (4/30/08 -OhioEPA-Lazarus)

Minutes:

Prepared by Mark Besel (614/644-4834)

Shared draft 3/25/08; accepted 4/2/08; finalized & distributed 4/3/08

# MINUTES - condensed

Ohio EPA Labor Mgt Mtg - at Ohio EPA, Wednesday, Feb. 27th, 2008, 9:30 AM

## Attending:

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

## **Agenda** (Formatted agenda e-distributed by Alauddin prior to the meeting.)

- |   |                                      |   |                      |
|---|--------------------------------------|---|----------------------|
| 1 | ID Action items / Recorder           | 5 | Sick Leave Letter    |
| 2 | Review Minutes/ Action Items/ Agenda | 6 | Policies Update      |
| 3 | Subcommittee Reports                 | 7 | Union Log            |
| 4 | Communications Report-out            | 8 | Next Agenda (4/2/08) |

- 1 Mike to take and note action items (see 3/5/08 e-mail)
- 2 The **minutes** were reviewed and approved w tweaks;
- 3 **Subcommittees** -
  - 3a **Career Path** - OES and divisions' slightly varying web sites TO/PD efforts noted; additional subcommittee explanation still likely - possibly NewsSource.
  - 3b **Training** - Members reported dichotomy/polarization; some desiring specifics to minimize confusion & ensure implementation, while others concerned that specificity too cumbersome, directive, confining and possibly costly. Inclusion of training funding within offices would be a paradigm shift. (Rods's training budget is separate from program budgets.)
  - 3c **Sick Leave** - The 2<sup>nd</sup> - "70% penalty pending" letter remains on hold, but IT/TAS/OAKS info summary now operational (announcement still pending). Donated leave announcement protocol revision. Low leave letter still pending w concern as to BU involvement in possibly disciplinary efforts.
- 4 **Communications Report Out** - Members reported varied efforts re communications; to remain ongoing focus.
- 5 **Sick leave letter #3 - low leave** - tabled & pending more BU presence
- 6 **Policy update** - Director's issuance of Poll Worker Policy implied unwarranted L/M imprematur. Affirmation that updated "Safety/ Workers Comp" and "Travel for Exempts" had been issued. Little discussion. There was significant discussion as to Flex and what constituted 30% coverage. No resolution nor recommendations. As post script, three additional policy updates had been shared via 2/21/08 e-mail: "Hazard Assessments for Agency Field Operations", "Occupational Medical Screening and Surveillance Program", and "Field Safety Orientation for New Field Staff". These were not addressed. OES new efforts re donated leave were noted. Considered informative/neutral.
- 7 **Union Log** - brief discussion but no resolution; win-win sought.
- 8 **Next Agenda** The session ended approximately 12:15 after summarizing action items & development of the next agenda: (Again, the next meeting is scheduled for Wednesday April 2, 2008 at OCSEA/Polaris):

1	ID action item/decision recorder;	5	Sick leave letter #3
2	Review Minutes	6	Policies update
3	Sub-committee reports	7	Union Log
4	Communications Rpt	8	next agenda - (April 30 <sup>th</sup> - Lazarus)

[Minutes by Mbesel, draft 3/26/08, accepted 4/2/08; finalized & distributed 4/3/08

# MINUTES

Ohio EPA Labor Management Meeting

[held at OCSEA, Wednesday, January 23rd, 2008, 9:30 AM]

## Attending:

Mark Besel, Mike Bolas, Ken Dewey, Heidi Griesmer, Dave Hunt, Natalie Oryshkewych, Craig Rehkopf, Ryan Sarni, Don Starr, Pat Tebbe and facilitator Alauddin Alauddin.  
(Excused/Absent: Deborah Bailey, Craig Butler, Mariano Haensel, Kelvin Jones, Susie Marshall, and Donna Waggener)

The first order of business was adoption of agenda, as follows:

**Agenda** [Alauddin e-distributed a two-sided version, this a recap; committee reviewed and adopted. ]

- 1 Identify Action Items / Recorder
- 2 Review Minutes/Action Items/ Agenda
- 3 Subcommittee reports
- 4 Communications Report Out
- 5 Communications Plan Discussion
- 6 Sick Leave - Letter #3 (Low Leave)
- 7 Policies Update
- 8 Union Log
- 9 Consider Selection Process - New projects
- 10 Set February Agenda
- 11 Membership (participation, commitment, succession)

1 Don agreed to recap action items (P.s., dated 1/23/08, e-mail 2/4/08)

2 The **minutes** were reviewed and approved.

### 3 **Subcommittees** -

3a **Career Path** - The committee reported that Employee Services implemented the OES web site with the cross linked PDs/TOs/ Class- Specs. This was without a committee prepared e-mail explanation. That probably yet to be done to bolster awareness and committee involvement. It was again noted that the TOs vary and their remain some gaps.

3b **Training** - Members reported a re-focus and discussion, resulting in somewhat of a preliminary draft policy recommendation that was shared with Rod. It was not limited to required training. The desire to further share awareness of existing resources and opportunities was noted, sharing e-links to relevant resources being an example. (The further sharing of information, especially about free or low cost opportunities from other agencies and professional organizations noted. Many are already linked to the training web site. [Not stated, but, e.g., U.S.EPA, Fish & Wildlife, CDC, Industrial Hygiene, other State agencies - ODOT, Taxation, etc. Share thoughts with Rod and our this committee.]) There is a sensitivity to bringing attention to additional budget demands. Re UET Use, Mike reported OEPA use at 18% general use, one of the "heavier users".

3c **Sick Leave** - (As noted in multiple prior reports) the second, "70% penalty pending" letter remained on hold pending IT/TAS/OAKS implementation and the progression beyond the pay-periods including December 1<sup>st</sup> and the one starting the next calendar year. (P.s.; There is now a summary table in TAS/OAKS that provides a sick leave year summary.)

There was discussion concerning subcommittee efforts and benchmarks with the survey. Was it the/a goal to "drive down Agency use". (No resolution, but brief discussion re addressing penalty phase.)

- 4 **Communications Report-Out** (Each noting efforts to communicate L/M efforts since the last session). We went around the table noting efforts to further communicate - both sharing L/M efforts and getting input. Numerous examples were cited including meetings or dialogue with stewards, district and CO staff meetings (spanning “all-office” to just work units), Union meetings and the Agency Chiefs meetings. NEDO reported a routine, casual monthly meeting with District senior management concerning significant union business. PIC noted weekly meetings . Additional thoughts: note web address and even a paper copy of notes on various bulletin boards. (No commitment, other than to check who oversees the bulletin boards. P.s, Glynda Moore, DSW, et al.))
- 5 **Communications Plan** - Heidi reviewed the previously shared second draft of “Ohio EPA Statewide Labor-Management Committee Communication Plan”, noting it to be a committee tool, not a product per se. Appreciation expressed, also minor comments noted. (Heidi to tweak and redistribute.)
- 6 **Sick leave, letter 3** - Again tabled pending more BU dialogue. (General comment that Union members were not averse to it or a similar message to be unilaterally issued by LRO/Employee Services or other management.)
- 7 **Policy updates** - The draft **Poll Worker Policy** (based strongly on DAS version) had been shared. There was dialogue re the flexibility to tweak, improve, or otherwise change the DAS version. The specific instance led to the bigger picture of “policies”. There was discussion as to the difference and overlap - at least in some instances - between policies and procedures. Members noted that there was not an overall Agency understanding of the hierarchy of codes, rules, policies and procedures affecting staff. This was noted to be inclusive of all levels of staff, including management. It was generally agreed to be a big topic, in need of future attention. The specific poll-worker policy was neither discussed at length nor endorsed. Don noted he would welcome additional comments, but from us as individual employees.
- 8 **Union Log**; There was brief discussion concerning the higher level of accountability for BU time vs other staff time. There was discussion but no resolution as to whether such accountability is an OCB priority, if there is ongoing dialogue concerning the matter and if so, why. (A brief aside noted Ryan to be our third OCB representative since the rejuvenation of the committee.) Don noted the Agency to be non-compliant with this DAS procedures when he started. His intent was to rectify the discrepancy. It was noted that implementation still varies and possibly there was agreement to disagree. (Ryan to update at next session.)

[With time waning (noonish), Alauddin noted the need to revisit the remaining items. ]

- 9 **Consider Selection Process for New Projects**; There was discussion and general agreement that the committee would like to start additional efforts, noting policies to be at least one item “ripe” for committee efforts, (others probable). There was also general discussion and agreement that there remained much to do with the three ongoing routine subcommittee efforts: training, career path and sick leave. These would remain the major effort in the coming months.

(9, ctd)

The "interest based problem solving" portion of our CALMC manual was noted - pages 135 - 145 - including identifying common interests, solutions and standards. We charged ourselves to prepare for our next session by reviewing that section.

10 **Next Agenda** (2/27/08 at Lazarus) :

- 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 Sick Leave, Letter #3 (low leave; BU endorsement )
- 6 Policies update
- 7 Union Log
- 8 Set next agenda (None in March, but 2 in April, the first being 4/2/08 -OCSEA)

11 **Membership** (participation, commitment, succession); There was again discussion concerning membership, and participation - not stellar. Bargaining Unit members noted ramifications of elections, both recent past with OCSEA and upcoming at subordinate bodies - Ohio EPA Chapter and Assembly. No resolution but there seemed to be a shared appreciation that significant effort to revisit this would be premature until April or May.

Minutes:

Prepared by Mark Besel (614/644-4834)

Draft 2/06/08; accepted with minor revisions 2/27/08; shared final 3/24/08.

# MINUTES - condensed

Ohio EPA Labor Mgt Mtg - at OCSEA, Wednesday, Jan. 23rd, 2007, 9:30 AM

## Attending:

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

## **Agenda** (Formatted agenda e-distributed by Alauddin prior to the meeting.)

- |  |   |
|--|---|
| 1 ID Action items / Recorder           | 7 Policies Update                       |
| 2 Review Minutes/ Action Items/ Agenda | 8 Union Log                             |
| 3 Subcommittee Reports                 | 9 Consider select. process (nxt projts) |
| 4 Communications Report-out            | 10 February Agenda                      |
| 5 Communications Plan Discussion       | 11 Membership (particip./succession)    |
| 6 Sick Leave (letter #3)               |   |

- 1 Don to take and note action items
- 2 The **minutes** were reviewed and approved;
- 3 **Subcommittees** -
  - 3a **Career Path** - OES implemented web site TO/PD effort; additional subcommittee explanation still likely.
  - 3b **Training** - Committee discussion resulted in draft policy recommendation, shared with Rod; emphasize information sharing to maximize opportunities, including e-links to government, professional other resources, (emphasis added for free or low costs). All appreciate the sensitivity of emphasis on additional budget demands. (EPA BU staff among the heavier UET users, c. 18% )
  - 3c **Sick Leave** - The 2<sup>nd</sup> - "70% penalty pending" letter remains on hold, being coordinated w IT/TAS/OAKS new year options. Discussion re committee goals; more work including agency specific efforts for penalty relief.
- 4 **Communications Report Out** - Members reported varied efforts re communications; to remain ongoing focus.
- 5 **Communications Plan** - Heidi reviewed plan, emphasizing it to be a tool for our ongoing use. Members relayed kudos for the effort. Tweaked version pending.
- 6 **Sick leave letter #3 - low leave** - tabled & pending more BU presence
- 7 **Policy update** - Poll Worker draft shared prior to session but not discussed as committee. "Policy" remains a future committee effort. (No additional new policies noted as pending.)
- 8 **Union Log** - brief discussion but no resolution; Ryan to update re OCB
- 9 New Efforts - Much remains w existing committees but new to be discussed for addition. Members to review (CALMC manual, pgs 135-145 ).
- 11 Discussion re commitment, participation, possible changes pending BU elections
- 10 **Next Agenda** (appreciating order of 11 & 10 reversed)

The session ended approximately 12:15 after summarizing action items & development of the next agenda: (Again, the next meeting being 2/27/08 at Lazarus):

- |                                     |                                      |
|-------------------------------------|--------------------------------------|
| 1 ID action item/decision recorder; | 5 Sick leave letter #3               |
| 2 Review Minutes                    | 6 Policies update                    |
| 3 Sub-committee reports             | 7 Union Log                          |
| 4 Communications Rpt                | 8 next agenda - not March, April 2nd |

[Minutes by Mbesel, 2/6/08 draft, accepted 2/27/08, distributed final 3/24/08];