OhioEPA

Interoffice Memorandum

Date: May 13, 2013
Subject: Labor/Management Team 3/20/13 Meeting Minutes
To: Labor/Management Team
From: Maria Lucente, Ohio EPA, DDAGW

March 20, 2013, OCSEA Polaris, 9:50AM-12:45PM

Attendees: Cathy Altman, Deborah Bailey, Mike Bolas, Heidi Griesmer, Ralph Baker, Maria Lucente, Theresa Long, Mike Sherron, Donna Waggener, Pete Whitehouse, facilitator (sub, Mike Bolas)

Absent: Karen Haight, Natalie Oryshkewych, Victor Dandridge, Jim Sferra

Agenda

1) Identify Action Items/Decision Recorder
2) Review Minutes/Action Items/Agenda
3) CALMC Training Summary. Nominal Group Technique
4) Government Sequester – Art. 18 – Layoffs and Furloughs
5) Bargaining Unit Work: List of the number and vacancies and supervisors
6) Variability of job interviews within EPA and resolving biasness
7) Other business (from the July meeting)
    a. Role clarification of co-chairs, facilitator, statewide committee members and subcommittees
    b. Re-establish Ground Rules (joint ownership of team functions, minutes, action items, etc.)
    c. Subcommittees Review and Time Commitment, Work Priorities up to 12/31/13
    d. Status of Filling Positions (LRO, Safety Officer, Training Officer, Ombudsman)
    e. Training Recommendations (Management Introductory Training, DAS, OCSEA contract, Labor-Management with CALMC)
    f. Voluntary Cost Savings Option
    g. Briefings to the Director – Joint effort to identify mutual issues. Submit quarterly progress report on committee's functions, mission, goals, etc.
    h. Topics for Subcommittees
8) Subcommittee reports
    a. Policies
    b. Incentives
    c. Contracting
9) Policies update
10) Set next agenda

1) **Action Items** to be recorded by Mike S. **Minutes** taken by Maria L.

2) **Roll call** was taken. The **minutes** from the December 11, 2012 meeting were reviewed. One change suggestion regarding Item 5, Bargaining Unit Work, second sentence – Add "It was discussed that" to beginning of sentence. Minutes approved with change. The **agenda** for the meeting was reviewed.

3) **CALMC Training Summary**. Nominal Group Technique. Review of committee ground rules and additions suggested during CALMC training. Four Ground Rules added to Ground Rules list distributed at meeting. No. 12 should state meeting minutes will be kept on website. No. 13 should state we will use a mutually agreed upon facilitator. Add No. 15, Distribute action items within three days of meeting date. Add No. 16, meet regularly or as requested. Add No. 17, Subcommittees may use these ground rules or develop their own. Add No. 18, Set deadlines for each project and meet them. Heidi will update ground rules on website.

4) **Government Sequester** – What impact will it have on agency and employees? Largest impact is on revolving loan fund. Affect surface water grant and RCRA grant. Divisions are making plans. Affects Division's ability to loan money. This fiscal year is spent, may be more of an impact text year. Amounts are such that monies can be moved around if needed. Fairly minor, divisions have other funding sources they can use. Right now ok. If lingers may be an issue.

5) **Bargaining Unit Work** – A lot of retirements. What is happening with Bargaining Unit positions on the T.O. and are they dropping off? Is bargaining unit work staying with bargaining unit employees and duties not being taken over by supervisor? Theresa will get current T.O. and list of number of vacancies from Karen.

   Discussion moved into ITS issues.

   1- ITS spending and hiring contractors was discussed. Contractors hired for project work instead of tasks and contractors are managing the projects. Discussed how this may impact monies available for other efforts from the Agency. Will talk about this issue at next IT subcommittee meeting.

   2- Retired person is coming back as a contractor and must not take on prior duties of the bargaining unit position.

   3- Contracting in general – has it increased? State OIT is interested in absorbing all IT services and centralizing IT services.

   4- Discussed Project List, or what is being worked on in Agency and those IT projects which are federally funded. Opinion expressed that when contracts expire, why not hire contractors as temporary employees? Union will request Project List for IT subcommittee discussion.

5- Opinions were expressed that agency employees be given the training to do the work contractors are being hired to do. Need long range plan of what skill sets are and train staff.

6) **Variability of job interviews within EPA**. Put on hold until Karen is present and can address this issue.

7) **Other Business**.
   a. **Role clarification**. Not discussed.
   b. **Re-establish Ground Rules**. See 3. CALMAC training.
   c. **Subcommittee Review** and Time Commitment. Work Priorities.
   e. **Training Recommendations**.
   h. **Topic for Subcommittees**.

Items **c., e. and h**, from agenda were jointly addressed.

Began discussion as to what we should focus on in next year or so. Idea sharing session resulted with some ideas to be explored further, but no firm decision yet.

1- How do we align our goals with Director's goals?. Efficiency List was brought up as a possible method; however upon further discussion this idea was not favored. Those tasks on the list that could go forward already are in motion or completed.

2- Wellness Program was brought up as a topic. Have a wellness committee and incentives. Weight watchers at work, or yoga were mentioned. Have an LPN/ on staff nurse to do wellness checks. Preventative maintenance checks, blood pressure checks, give flu shots, check out sore throat or if employee gets sick at work. Central Office gets health assessment day, but Districts generally do not have access to wellness fairs/screenings. The LPN could do this. Bring in fitness equipment. A waiver program would be needed. Our group could come up with package of information and waivers needed in order to implement certain aspects of a wellness program.

3- Training was brought up as a topic.

A- DAS has some training for managers. What type of training do new supervisors receive? Teach supervisors about contract, disciplinary procedures, corrective counseling, timecards, etc.

B- Mentorship program and carrying knowledge forward were two subtopics of training which were brought up.

C- Identify skills, knowledge, and abilities need to know in certain amount of time. Develop a Professional Development Plan. What employee needs to know to get off probation. Basic amount of information about other programs as well (i.e., PIC, fiscal, etc.). Policies and procedures of Agency.

D- Group decided okay to take "training" topic forward. We will do brainstorming sessions, decide where we think it should

go, before we bring topic to outside for approval to work on it.

E- Discussed New management training (HR manager vs. Tech manager, contract training, FMLA, disability [how it works and who qualifies), coding timecards. Discussed new employee training. Explain what Divisions do. (PIC has videographer and working on an 'ask the expert' series.). Discussed health & safety training for employees to properly handle themselves. Discussed job skill development as a subtopic. Cross training was another subtopic as well as grouping together employees from similar fields for mentoring. Welcoming committee for new employees was mentioned.

F- All members are to talk to any new supervisors and managers to see what kind of training needs they have. Talk to those who got out of management and the "why?". All are to come to next meeting with ideas for training and we will try to condense it down from a composite list for next meeting.

Items **7.d., f. and g.** not discussed.

8) **Subcommittees reports.** Not discussed

9) **Policies Update.** Not discussed**.**

10) **District specific employee support issues.** No other items discussed.

11) **Next meeting's agenda** was discussed. Carry forward topics that were tabled or need further discussion. Bring ideas for training needs.

Meeting Adjourn 12:45PM

Next Meeting: June 25, 2013, 9:30AM, OCSEA Polaris

Agenda: See March 19, 2013 meeting agenda as reference.