

MINUTES -

Ohio EPA Labor Management Meeting

[held at Ohio EPA, Wednesday, Dec. 19th, 2007, 9:30 AM]

Attending:

Mark Besel, Mike Bolas, Craig Butler, Ken Dewey, Heidi Griesmer, Natalie Oryshkewych (delayed), Craig Rehkopf, Ryan Sarni, Don Starr, Pat Tebbe and Donna Waggener

(Excused/Absent: Deborah Bailey, Mariano Haensel, Dave Hunt, Kelvin Jones, Susie Marshall, and facilitator Alauddin Alauddin.)

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

Agenda [Alauddin e-distributed; committee reviewed and adopted]

1. Review Minutes/Agenda
2. Subcommittee reports
3. Communications Plan
4. Sick Leave - Letter #3 Discussion
5. Policies Update
6. Next agenda

Action items (briefly recapped, these repeated from Natalie's e-mail)

- Mike -discussion w Rod re training, including information sharing
- Ryan - share info re training fund use / tax considerations; also availability of OCB Academy to BU (bargaining unit) members.

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

2 **Subcommittees -**

2a **Training** - The committee reported a productive meeting with Rod Spain. Information shared includes:

- The training office sees employee training and coaching a management responsibility and part of ongoing review process including annual evaluations.
- Rod is aware of web limitations. (But check it out, a lot there.)
- Quality management planning dictates training needs be ID'd and remedied.
- "Buy-in" and budget for training varies by program, division, etc., generally appreciated to be at the bottom of the various chiefs' lists. (Also apparent concern that skills gap might be identified w/o funding to fix.)
- There is no Agency training budget, per se. Rod's "program" is somewhat new and limited. (Donna provided background.)
- A paradigm shift needed to incorporate training needs into the personnel costs. (DERR e.g., approx \$25K per employee for some jobs)
- A committee preliminary thought was voiced - a framework of standard expectations would be good, for the Director & Chiefs to evaluate and implement. (Focus on required training w development a secondary consideration.)
- Some State agencies centralize some, even most training.
- Medical monitoring parallels noted (Divison fund, Beth coordinates.)
- Discussion of UET training; clarification that this is employees, used at employee discretion, not appropriate for any reqd training unless employee so desire

No recommendation nor decisions were made, other than the general need to address the matter in a more straightforward fashion.

2b **Sick Leave** - Committee reported that the "suggested to maintain 80 hours as disability gap coverage" letter was pending, but not yet shared. (I think it went out late December via Craig Butler). (As noted last month) The second, "70% penalty pending" letter remained on hold pending IT/TAS/OAKS implementation and the progression beyond the pay-periods including December 1st and the one starting the next calendar year. Hopefully it may become moot, if TAS serves the purpose. (Also as last month), the 24 hour low leave notice was on hold due to universal subcommittee endorsement. (It is noted below as agenda item #4.)

2c **Career path** - The OES web site, including the cross linked PDs/TOs/ Class-Specs is still pending. OES notes some Tos (caps) are multi-linked and there may be minor problems; ditto re position or class spec titles and working titles (in some instances)

There seemed to be a shared, general comment that there was no driving force to facilitate career path. Like training, there is a need to incorporate the matter as an Agency priority with the Director routinely reinforcing it among his priorities. The matter is generally agreed to be part of the ongoing employee supervisor dialogue including via annual reviews. (Annual review efforts seen as largely ineffective with participation still quite low, maybe improving from <10% to maybe 20% approx . There was discussion re why (no utility, supervisor recalcitrance re no Step 7, etc.)

3 **Communications Plan** - Heidi shared the second draft of "Ohio EPA Statewide Labor-Management Committee Communication Plan (3 pgs.). Each to review prior to next session. Via discussion, members noted our individual responsibility to "get the word out". Each to communicate as opportunities present and recap via monthly individual member "report out" (action items).

4 **Sick leave, letter 3** - Tabled pending more BU dialogue. (Mike Bolas to ensure OCSEA awareness and position.)

5 **Policy updates** - No new agency policies were noted, though in regards to the previously mentioned flex & sign in/out, it was noted that DAS recently updated it's flex time policy, apparently a vast departure from that agency's (DAS's) status quo. It was assumed to be a statewide template of sorts. Those aware of it noted it to be quite similar to current OEPA practices, though might affect field or other efforts requiring significant travel times. The DAS policy was not shared. Don noted the poll worker leave policy to be pending, expected soon.

The Session ended approximately 11:15 after a recap of action items and development of the next agenda. Both follow:

Action items (Recapped/condensed from Don's 12/19/07 e-mail)

1. Each member to review communications plan; also report communications outreach
2. Don Star to report status of pollworker leave
3. Ryan to try to determine Statewide & OEPA (sick) leave usage, '06 to '07
4. Mike to try to determine Statewide & OEPA UET use
5. Mike to secure Polaris/OCSEA for January mtg. (Wed., 1/23/08)
(Also; Mike to ensure OCSEA awareness of low-leave letter & BU buy-in)

Next Agenda Wednesday, 1/23/08, at OCSEA

- 1 Identify action item/decision recorder
- 2 Review Minutes/Agenda
- 3 Subcommittee reports (Career path, Training, Sick Leave)
- 4 Communications Report (our collective homework - share the work)
- 5 Communications Plan discussion
- 6 Sick Leave, Letter #3 (low leave; BU endorsement)
- 7 Policies update
- 8 Union Log
- 9 consider selection process for new projects
- 10 Set next (February) agenda

Minutes:

Prepared by Mark Besel (614/644-4834)

Draft 1/09/08; accepted, finalized (minor cleanup) and distributed 1/23/08

MINUTES - condensed

Ohio EPA Labor Mgt Mtg - at Lazarus, Wednesday, Dec. 19th, 2007, 9:30 AM

Attending:

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

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

1-Review Minutes and Action items (e-distributed by Natalie)

2-Subcommittee reports

3-Communications Plan

4-Sick leave letter #3

5 -Policies Update, and

6 - Next Agenda

[Prior Action items: Bolas et al discussion w Spain, Ryan to share DAS Academy & training money tax info.]

1 The **minutes** were reviewed and approved;

2 **Subcommittees** -

2a **Training** - Committee met with Rod; good discussion had with general agreement that training and coaching are managerial responsibilities with implementation significantly varying among offices and generally lowest priority with little or no budget. A paradigm shift is needed with identification and inclusion of training needs incorporated into the budget in some fashion. Ideally the Agency needs to progress to the point where the Director ensures and champions some program outline, addressed by various divisions etc.

2b **Sick Leave** - Three letters recapped again: 1st - the suggestion to maintain 80 hours as disability gap coverage still anticipated as December e-mail. The 2nd - "70% penalty pending" letter - on hold pending IT/TAS/OAKS options to be reviewed post 12/1, 1/1 pay periods, hopefully moot, if TAS serves the purpose. 3rd -the 24 hour low leave notice was on hold and item 4 on agenda.

2c **Career Path** - OES web updates still pending; some duplication expected but to be resolved . Employee dialogue including annual review process should be a forum for employee development. Employee review effort is not a success.

3 **Communications Plan** - Heidi shared draft, 3-pg plan. Review and prepare to discuss as homework. Members noted need to individually and regularly communicate. Made same a reporting item for all future meetings.

4 **Sick leave letter #3 - low leave** - tabled & made action item for BU (via Mike)

5 **Policy update** - No new EPA policies, Poll Worker draft expected soon. New DAS policy re flextime, expected to be nucleus of any Agency revisions. While an apparent significant DAS change, it is not significantly different from Agency's current policy. No actual information shared.

The session ended w summarization of action items & development of the next agenda:

Next Agenda:	1 ID action item/decision recorder;	2 Review Minutes
	3 Sub-committee reports;	4 Communications Rpt
	5 Communications Plan Review	6 Sick leave letter #3
	7 Policies update	8 Union Log
	9 new project selection process	10 next agenda

[Minutes by Mbesel, 1/9/08 draft; accepted, finalized and distributed 1/23/08.]

MINUTES

Ohio EPA Labor Management Meeting

[held at OCSEA, Wednesday, Nov. 28th, 2007, 9:30 AM]

Attending:

Deborah Bailey, Mark Besel, Mike Bolas, Heidi Griesmer, Natalie Oryshkewych, Craig Rehkopf, Ryan Sarni, Don Starr, and Pat Tebbe. Alauddin Alauddin facilitated.

(Excused/Absent: Craig Butler, Ken Dewey, Mariano Haensel, Dave Hunt, Kelvin Jones, Susie Marshall, and Donna Waggener.)

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

Agenda [Alauddin e-distributed; committee reviewed and adopted]

1. Review Minutes/Agenda (and Action items, e-distributed by Don, 10/25/07)
2. Subcommittee reports
3. Communications Plan
4. Approval of the Approval Process
5. Policies, and
6. Confirm Flow Charts

Action items (briefly recapped, these repeated from Don's 10/25/07 e-mail)

- e-mail training subcommittee timelines to all (Bolas).
- e-mail updated sick leave and career track timelines to all (Don).
- update approval process flow chart (Don)
- re. voluntary cost savings statement; Mike to draft & forward to Craig
- Heidi to refine 2nd draft of communications plan for Nov mtg
- Career track sub committee to discuss roll-out, inform LMC & Nancy Rector
- Mike to distribute Governor Charitable Fundraising Activities Policy
- Mark & Craig to ensure update & distribution of Sept. Minutes.

1 The **minutes** were reviewed and approved after specifically recapping the complete 2008 projected schedule. D. Bailey reminded members of her 4th Wednesday conflict, but thought she would be able to attend at least part of those meetings at OCSEA. Natalie volunteered to note and distribute today's action items.

2 **Subcommittees** - [Not discussed in order recapped]

2a **Career Path** - Gantt chart distributed; (5pgs., 23 tasks, ending 2/08.) Career track survey mostly done, pending OES review; web PD/TO linkage shared at the Chiefs' meeting with favorable reception. Deborah Bailey to be included in future efforts. Awaiting implementation of updated OES web site to survey staff. Sub committee done w this portion/component of effort.

2b **Sick Leave** - The Sick leave survey results had been posted on web. An article for News Source had been jointly prepared and was anticipated for release shortly. The three proposed committee letters were recapped. The first being the suggestion to maintain 80 hours as disability gap coverage. That now envisioned as an Agency wide e-mail in December. (Copy shared, comments solicited.) The second, "70% penalty pending" letter was on hold pending IT/TAS/OAKS implementation. (It may become moot, if TAS serves the purpose.) The 24 hour low leave notice was on hold due to universal subcommittee endorsement. (Next agenda. Recent survey helped inform "low leave is a problem - discipline possible") There was brief reinforcement of management emphasis on discipline for no/negative leave issues. Don noted that there were a couple of disciplines underway due to low leave.

- 2c **Training** - The committee was to meet with Rod Spain the following Monday. There was discussion as to Rod's training links to the rest of the Agency; who, how complete, consistency among divisions, etc. Training opportunities are sometimes shared (Computer training at Riffe and recent ODOT Facilitation training being cited.) Others not (State Library offerings).

Discussion evolved to note three facets; 1 -What training is available (OCB Acedemy, Library, Training Partners, etc. 2- How is awareness/opportunity shared (web page e-mails, etc.). And 3 - both fodder for discussion w committee and Rod. Report back requested.

- 3 **Communications Plan** - Tabled.

- 4 **Approval Process for Outputs** - The matter had been addressed last month. The matter was on the agenda due to the revised flow chart which merely had not included a return loop on the earlier iteration. See also #6

[recapped from October minutes, now approved: "The committee agreed, that is, there was consensus expressed that endorsement or implementation of any committee product was situation specific. Minutes would note committee actions and intents. That might be the extent of the record in some instances. An alternate, more in depth or specific endorsement might include a summary statement directed to the Director or as warranted, signed by each and every subcommittee or committee member. Basically, the committee will decide and do what's needed, when needed."]

- 5 **Policies** - While "Policies" as a new topic is tabled till February or March, members noted the value and appropriateness of the L/M committee regularly and briefly reviewing any changes, updates, or other timely & specific policy issues.

6. **Confirm Flow Chart** - A revised "Labor Management Approval Process" flow chart had been distributed. It was slightly revised and included another feed back arrow. From "LMC Accepts Proposal action" node, a "no" response kicked it back to the sub committee for evaluation.

The Session ended approximately 11:00 after a recap of action items and development of the next agenda. Both follow:

Action items (Recapped/condensed from Natalie's 11/29/07 e-mail)

1. MBesel: Finalize October's meeting minutes with respect to completing table listing meeting schedule for 2008.
2. Mike Bolas: At 12/3/2007 Training Subcommittee meeting with Rod Spain - inform Rod that it has been communicated that staff feel that not all training coordinators are equally disseminating training information to all staff. Also, check Rod's training page to see if training including State Library, DAS training among others are listed.
3. Ryan Sarni: E-mail following items to L/M group: Taxable vs. non-taxable education monies flow chart and the OCB Academy link. (See P.S., below)
(Natalie also requested material be forwarded to Ryan and Deborah. Don did so, providing all their respective e-addresses.)

Next Agenda [Alauddin also e-distributed 11/29/07 as mtg agenda/attendees, etc.]

- 1 Review Minutes/Agenda
- 2 Subcommittee reports (Career path, Training, Sick Leave)
- 3 Communications Plan
- 4 Sick Leave, Letter #3 (low leave; BU endorsement)
- 5 Policies update
- x Set next meeting agenda

Post Script (See Ryan's 11/29/07 e-mail)

Ryan confirmed Don's belief that the OCB Academy is only open to exempt employees at this time. All relevant information, including classes, can be found at <http://apps.das.ohio.gov/ocbacademyreg/ocbacademy-registration.aspx>

Ryan also provided a flow chart concerning tax liability for education benefits. It appears that IRS allows \$5,250 each year, before it is an issue. (See Ryan's e-mail for more or consult your tax professionals.)

Minutes:

Shared Draft; 12/11/07, endorsed 12/19/07, distributed final 1/8/08.
by Mark Besel

MINUTES - condensed

Ohio EPA Labor Mgt Mtg - Polaris, Wednesday, Nov. 28th, 2007, 9:30 AM

Attending:

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

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

- 1-Review Minutes and Action items (e-distributed by Don on 10/25/07)
- 2-Subcommittee reports
- 3-Communications Plan
- 4-Approval of the Approval Process
- 5 -Policies, and
- 6 -Confirm Flow Charts

[Prior Action items recapped in "full notes".]

- 1 The **minutes** were reviewed and approved; prior action items recapped. Natalie to note and distribute today's action items.
- 2 **Subcommittees** -
 - 2a **Career Path** - Gantt chart distributed; Career track survey mostly done, pending OES review; Don et al. shared PD/TO linkages at Chiefs' meeting (favorable reception). Deborah Bailey to be included in future efforts. Awaiting OES web site update prior to survey. Sub committee done w this portion/component.
 - 2b **Sick Leave** - The Sick leave survey results are on L/M web; article for News Source developed -anticipated for release soon. Three proposed letters were recapped: 1st - the suggestion to maintain 80 hours as disability gap coverage - now envisioned as December e-mail. (Copy shared, comments solicited.) 2nd - "70% penalty pending" letter - on hold pending IT/TAS/OAKS options (possibly moot, if TAS serves the purpose.) 3rd -the 24 hour low leave notice was on hold pending complete committee buy-in; esp all BU reps. Don noted that there were a couple of disciplines underway due to low / no leave.
 - 2c **Training** - Committee to meet with Rod Spain; discussion as to Rod's training links; to whom, how complete, consistency among divisions, etc. Completeness/ inclusiveness of opportunities, citing Computer training at Riffe, ODOT/other agencies, State Library offerings, etc. (Somewhat of a summary) - 3 facets: 1 - What training is available (OCB Acedemy, Library, Training Partners, etc. 2- How is awareness/opportunity shared (web page e-mails, etc.). And 3 - both fodder for discussion w committee and Rod. Report back requested.
- 3 **Communications Plan** - Tabled.
- 4 **Approval Process for Outputs** - addressed last month, on agenda due to the revised flow chart; see item #6
- 5 **Policies** - "Policies" as a new topic is tabled (February or March) but always valid L/M item re changes, updates, or other timely & specific policy issues.
1. **Confirm Flow Chart** - A slightly revised (more complete) "Labor Management Approval Process" flow chart distributed w a return loop from "no" on "LMC Accepts Proposal action" node. (Returns for sub committee for evaluation.)

The session ended w summarization & developemt of the next agenda:

Next Agenda: 1 Review Action items, minutes; 2 Sub-committee reports;
 3 Communications Plan; 4 Sick leave letter #3 (low leave)
 5 Policies update x Next agenda

[Minutes; draft distrib 12/11/07, accepted 12/19/07, shared final 1/8/08, by MBesel.]

MINUTES

Ohio EPA Labor Management Meeting

[held at Lazarus, Wednesday, Oct. 24th, 2007, 10:00 AM]

Attending:

Mark Besel, Mike Bolas, Ken Dewey, Heidi Griesmer, Dave Hunt, Natalie Oryshkewych, Craig Rehkopf (briefly), Ryan Sarni (new OCB representative), Don Starr, Pat Tebbe, and Donna Waggener. Alauddin Alauddin facilitated the session. Nancy Rector attended as a guest

Excused/Absent: Deborah Bailey, Craig Butler, Mariano Haensel, Kelvin Jones, Susie Marshall, and Craig Rehkopf (unable to stay or return.)

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

Agenda

1. Review Minutes and Action items (e-distributed by Heidi on 9/27/07)
2. Subcommittee reports
3. Agency Policies, (more as #6)
4. Approval Process for outputs
5. Time & dates for upcoming meetings - incl '08, and
6. Updates re specific policies; including blood donation, flex-time, sign in/out update, and poll worker leave

Action items / outcomes (* still pending items):

- Don reported that management representatives recommitted to the group.
- Mike reported that with BU members recommitted to the group, pending one yet to confirm.
- *The Excell Training committee distribution did not occur; Mike will distribute.
- Don did forward sick leave & career track timelines (e-distributed on 9/28/07).
- Mike provided Craig w the Vol cost Savings language for the most recent notes.
- *Communications Plan still pending, Heidi to provide draft.
- Don provided an approval flow chart (rev. w "no" route also from "LMC accepts").

1 The **minutes** were reviewed and approved with minor house-keeping edits. (Mark to share with Craig.) The action items were reviewed and outcomes summarized as noted above. Don volunteered to note and distribute today's action items.

2 **Subcommittees -**

2a **Career Path** - Guest Nancy Rector of Employee Services assisted the group, presenting an internet based, projected "walk through" of the links between positions, tables of organization (TO), and position descriptions (PD). The Visio software allowed one to jump from an individual in a TO, where one could see the lines of management, to the individual's PD, showing apportionment of duties, to the class specifications relevant for the PD. E.g., the E-Spec series. Nancy will maintain this system and plans monthly updates. The implementation is expected in approximately one month. Roll-out measures to be discussed by the committee and in coordination with Employee Services.

Career Path Survey results had been received and summarized. The committee was working on a NewSource article. Nancy would hopefully continue working with the group throughout these efforts. Mentoring and cross-training still to be addressed. All committee members present concurred. Don noted he is keeping the Director current concerning Career Track efforts.

- 2b **Sick Leave** - Don shared the sick leave survey results, using the projector, PC set-up. The survey questions and results of 762 responses were reviewed. There was brief note that the committee would use this as a benchmark and revisit in a year or two. The committee noted that they had yet to discuss how to present the information. A news source article being one "probable".

Don noted the OAKs time line at odds with the Sick leave year. He had been in communication w IT but outcome iffy. That related to one of three notification letters that were committee fodder - the "about to enter 2nd 40 hr, paid at 70%.

- 2c **Training** - The committee had met but had unfortunately lost their community notes. They needed to collectively regenerate their goals and timelines. Members noted they differentiated between "required" (job specific?) training and "optional" training and planned to continue with the development of a recommended policy.

- 3 **Agency Policies** - Members noted that the status quo was generally deemed inadequate for a variety of reasons. Included were the lack of universal or general awareness, the lack of "touching stake-holders as developed", and issues with implementation - not implemented consistently Agency-wide. There was brief discussion concerning the inter-relationship with DAS directives and agency policies, interpretations and procedures. There was general consensus to proceed with additional committee effort, possibly in February or March. That to be determined in a future session.

- 4 **Approval Process for Outputs** - The body discussed how various L/M and committee work efforts would be "group authorized" and forwarded to other stake-holders / concerned parties. The prior draft minutes did not have the most updated flow chart, the flow chart intended to be a broad schematic of the flow.

The committee agreed, that is, there was consensus expressed that endorsement or implementation of any committee product was situation specific. Minutes would note committee actions and intents. That might be the extent of the record in some instances. An alternate, more in depth or specific endorsement might include a summary statement directed to the Director or as warranted, signed by each and every subcommittee or committee member. Basically, the committee will decide and do what's needed, when needed.

- 5 **Time and Dates for Upcoming Meetings** - Members discussed how best to be efficient with our time and respectful of District members who commute significant distances to be part of this group. There were pro's and cons noted for start times, lunch breaks, and the Lazarus/Polaris rotation. There was agreement - no dissension expressed - that the committee would schedule alternate 3-hour meetings. Members determined that the 4th Wednesday was generally not in conflict with other set meetings and elected to strive for that date. Meetings were scheduled for the coming year, generally - not always - on that 4th Wednesday. (Recapped following page, last item. D. Bailey subsequently reminded that she had noted an ongoing conflict w the 4th Wednesday.)

6 Specific policy updates, including “Extracurriculars” (This being a collective term for various non-job, Agency or State endorsed or sometimes endorsed efforts. Poll-worker, blood donation, and adopt-a-school being examples.)

Lazarus BU staff noted that the Director, while guest speaker at the BU Chapter meeting, noted that a policy update might be expected concerning flex time and sign in/out procedures. They inquired if anything was in the works. Management noted “no changes at this time”.

An updated “Charitable & Fundraising Activities Policy from DAS (10/12/07) was recently released but not yet commonly known. A copy was shared, being news to many, possibly most present. It addressed some of these items. Mike Bolas agreed to share a PDF version. The Director shared it the following day via Agency e-mail. Don Starr noted that changes might be expected for Poll Worker leave and that a change had been recently implemented for blood donation (allowing it in many instances). Members reinforced the fact that the committee served as a vehicle to offer our collective counsel to senior management.

The session ended with the facilitator summarizing the session, members developing the next agenda, all reinforcing action items.

Next Agenda:

- | | |
|--------------------------------|--------------------------------|
| 1 Review Action items, minutes | 4 Approve the Approval Process |
| 2 Sub-committee reports | 5 Policies |
| 3 Communications Plan | 6 Confirm Flow Charts |

Meeting Schedule

Month	date	time	location
November '07	11/28/07	9:30 - 12:30	OCSEA - Polaris
December '07	12/19/07	9:30 - 12:30	Ohio EPA - Lazarus
January '08	1/23/08	9:30 - 12:30	OCSEA - Polaris
February '08	2/27/08	9:30 - 12:30	Ohio EPA - Lazarus
April (vs March) '08	4/2/08 (1 st Wed)	9:30 - 12:30	OCSEA - Polaris
April '08	4/30/08 (5 th Wed)	9:30 - 12:30	Ohio EPA - Lazarus
May '08	5/28/08	9:30 - 12:30	OCSEA - Polaris
June '08	6/25/08	9:30 - 12:30	Ohio EPA - Lazarus
July '08	7/23/08	9:30 - 12:30	OCSEA - Polaris
August '08	8/27/08	9:30 - 12:30	Ohio EPA - Lazarus
September '08	9/24/08	9:30 - 12:30	OCSEA - Polaris
October '08	10/22/08	9:30 - 12:30	Ohio EPA - Lazarus
November '08	11/19/08 (3rd Wed)	9:30 - 12:30	OCSEA - Polaris
December '08	12/17/08 (3rd Wed)	9:30 - 12:30	Ohio EPA - Lazarus

[Minutes accepted at the 11/28/07 L/M meeting, finalized and distributed 12/10/07 by MBesel.]

MINUTES - condensed

Ohio EPA Labor Mgt Mtg - Lazarus, Wednesday, Oct. 24th, 2007, 10:00 AM

Attending:

Mark Besel, Mike Bolas, Ken Dewey, Heidi Griesmer, Dave Hunt, Natalie Oryshkewych, Craig Rehkopf (briefly), Ryan Sarni (new OCB representative), Don Starr, Pat Tebbe, and Donna Waggener. Alauddin Alauddin facilitated the session. Nancy Rector attended as a guest. (Deborah Bailey, Craig Butler, Mariano Haensel, Kelvin Jones, Susie Marshall, and Craig Rehkopf were excused/absent or unable to stay.)

Agenda

1-Review Minutes and Action items (e-distributed by Heidi on 9/27/07)

2-Subcommittee reports

3-Agency Policies, (more as #6)

4-Approval Process for outputs

5 -Dates for upcoming meetings - incl '08, and

6 -Updates re specific policies; including blood donation, flex-time, sign in/out update, and poll worker leave

Two Action items / outcomes still pending:

- The Excell Training committee distribution did not occur; Mike will distribute.
- Communications Plan still pending, Heidi to provide draft.

1 The **minutes** were reviewed and approved; Mark to coordinate w Craig. Don to note and distribute action items.

2 **Subcommittees** -

2a **Career Path** - Guest Nancy Rector of Employee Services provided a demo of the web accessible table of organization/ position description/ class specification linkage. Employee Services (Nancy) to maintain. Roll-out pending DES lead.

Anticipate Career Path Survey results in upcoming NewSource article. Nancy would hopefully continue working with the group throughout these efforts. Don has been updating the Director.

2b **Sick Leave** - Sick leave survey results shared (Don). Results to be a benchmark to be revisited at a time tbd. Presentation of information yet tbd, but to probably include NewsSource article. IT/OAKs/Sick leave year issues are collectively problematic re the notice for approaching the 2nd 40 hr, penalized, leave.

2c **Training** - The committee needed to collectively regenerate their goals and timelines; to continue to develop policy for both "required" and "optional" training.

3 **Agency Policies** - Status quo deemed inadequate (incomplete awareness, lack of inclusion of stake-holders in development and inconsistent implementation). Brief discussion re DAS/Agency interaction w directives, policies, interpretations and procedures. General agreement to continue early next year, time tbd.

4 **Approval Process for Outputs** - There was consensus that endorsement or implementation of committee products were situation specific. Minutes to so note. Additional expressed endorsements - including all signatures - optional. Basically, the committee will decide and do what's needed, when needed.

5 **Time and Dates for Upcoming Meetings** - Try for the 4th Wednesday; 9:30 - 12:30 (no lunch - eat before or after on your own or as groups decide), rotation between Lazarus & OCSEA (Schedule w full notes.)

6 **Specific policy updates, including "Extracurriculars"** (e.g., poll-worker, blood donation, and adopt-a-school, etc. No update re policy re flex time and sign in/out procedures, items mentioned by the Director at Sept Lazarus Chapter meeting.)

Updated "Charitable & Fundraising Activities Policy from DAS recently released (10/12/07) but not yet commonly known. (Shared at the meeting, to be provided to all.) Don noted Poll Worker & Blood donation changes in the woks. Members reinforced the fact that the committee served as a vehicle to offer our collective counsel to senior management.

The session ended w the facilitator summarizing the session, members developing the next agenda, all reinforcing action items.

Next Agenda: 1 Review Action items, minutes; 2 Sub-committee reports; 3 Communications Plan; 4 Approve the Approval Process; 5 Policies; 6 Confirm Flow Charts

[Minutes accepted at the 11/28/07 L/M meeting, finalized and distributed 12/10/07 by MBesel.]

MINUTES - Draft

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

Attending:

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

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

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

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

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

Minutes from August 30th meeting approved.

Meeting outline/agenda provided by Alauddin.

Agenda

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

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

Revised Agenda

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

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

4. **Communication;** Information on the communication plan to be sent out to all committee members. Any questions and comments need to be back by Oct 12th.
 - a. Heidi will provide a revised draft of the plan.

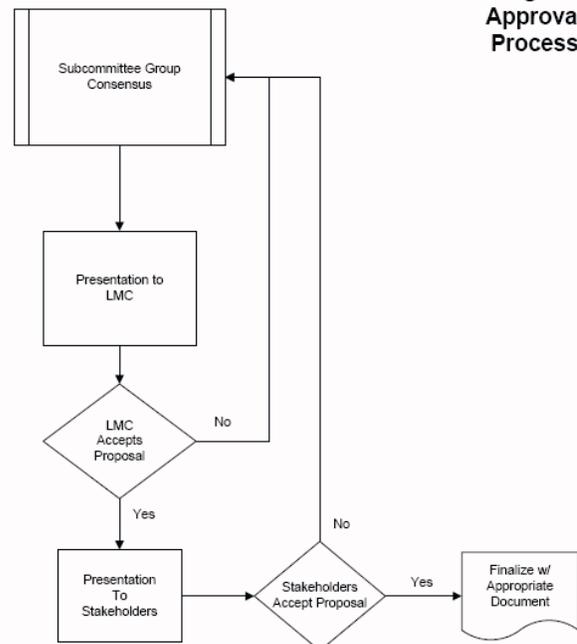
5. **Donated Leave, Voluntary cost savings, Blood donation;** - The Labor Management committee approved to offer a joint statement to both Union and Management that these are not topics for this committee.
 - a. Provided by Mike Bolas: Voluntary Cost Savings (VCS) The Voluntary Cost Savings Program (Appendix R) from the Contract between The State of Ohio and OCSEA for March 1, 2006 to February 28 2009 was raised to the Labor Management Committee. Don shared ODNR & OCB insight in the initiating the program, noting that ODNR's effort was due in large part to significant funding shortfalls and OCB discouraged the program if agencies were not experiencing those shortfalls. Discussion of various reasons why staff wanted to use the program occurred. It was recognized that various alternate opportunities are available to staff, with the Director's approval, for leave on community good or personal development. Due to different and variant reasons from Labor and Management, the Labor Management Committee agrees that this subject is not a topic to pursue.
 - b. The Director is working on a way for blood donations to be accommodated.
 - c. The Directors office will develop a letter for donated leave.
 - d. Request will be forwarded to OES for approval.
 - e. All Ohio EPA staff will be eligible.
 - f. Name of the individual will be provided.
 - g. This process will not address leave forfeiture if not used.
 - h. No decision from the Director on Poll Worker leave.

6. **Agency Policies (process for output)**

- a. A table for process and approval can be referenced in the July 27th minutes page 2 of 4 paragraph 3.
- b. Is the approval plan process workable?
- c. Project process, Identify resources to implement

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

Labor Management Approval Process



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

page 4 of 4

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

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

Please reply with any additions to the agenda.

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

MINUTES - Final

Ohio EPA Labor Management Meeting

[held at OCSEA , Thursday, August 30, 2007, 10:00 a.m.]

Attending:

Mark Besel, Mike Bolas, Craig Butler, Ken Dewey, Dave Hunt, Natalie Oryshkewych, Craig Rehkopf, Don Starr and Pat Tebbe.

Excused/Absent: Deborah Bailey, Heidi Griesmer, Mariano Haensel, Kelvin Jones Jessie Keyes, Susie Marshall and Donna Waggener. Alauddin Alauddin was unavailable.

The meeting was delayed a few minutes, owing to traffic delays and uncertainty as to status of missing members. There was brief discussion and information sharing concerning the OCSEA elections that had occurred the prior week and Central Office/Lazarus L/M committee. (Sick leave, poll worker leave, sign-in/out logs & the PT holiday leave all discussed.) The committee elected to progress in a self-facilitating mode with group attention to time-keeping.

We collectively reinforced the desire to get to implementation or otherwise show fruit of our efforts. It is not only desirable, but there is a need to stay current with efforts, to have dialogue, question, input and help progress matters in any variety of channels in addition to committee and sub-committee efforts. While we agree that silence is acceptance, we all agree to reach out to each other to help improve involvement.

While Alauddin was unable to attend, he had e-mailed a draft meeting outline with attendance and agenda. It was reviewed and modified, as follows:

Agenda (Items to be discussed)

- 1 Review Minutes
- 2 Subcommittee reports (Career Path, Training, Sick leave)
- 3 Communications Plan [tabled]
- 4 Approval process for outputs (getting to implementation) [tabled, but brief notes]
- 5 Donated Leave
- 6 Voluntary Cost Savings
- 7 Agency Policies (Process)

1. The minutes - Minor updates and corrections were offered to the minutes. Both were accepted with those refinements. There was discussion as to the "Approval Process Progression" - a brief summary developed at the July meeting and presented as a table on pg 2 of the July notes. Mike Bolas offered to start a "Visio" flow chart; i.e a start more readily developed as we progress. We noted the desirability to further emphasize consensus reached, especially as regards to progress items as well as homework items. The desirability for all members to "speak up", recapping any such specific items to include in the minutes was noted. We discussed committee ground rules but did not review them, noting them to be on the Labor web page, (<http://www.epa.state.oh.us/dir/labor.html>) Also of note, draft "Gant Charts" have been developed for Sick Leave, Career Path & Training subcommittees. Don Starr for the first two, Heidi for the last one.

Subcommittee Reports

2a. Career Path Subcommittee Report - The sub-committee shared an updated, 9-question survey. Don noted that it had been shared with Karen Haight, Laurie Stevenson, and Rod Spain. The committee was working with DES to attach position descriptions to the table of organization (TO) available on the Agency's intranet site.

The intent being both increased efficiency and information sharing with web PDs automatically updated. The linkages would extend to the class specifications. There was discussion as to how the agency shared job posting information. It is believed that OES shares postings with some universities, but there is no longer any recruitment, per se. (Apparently subsequent to Louise Parsley's retirement.)

[Don Starr shared a 19 item, 8/07 - 12/07 gant chart which included survey and link of position descriptions and minimum qualifications to the web.]

2b. Training Subcommittee Report - (No training report was given, though it was noted that a time line / gant chart had been developed.)

2c. Sick leave Subcommittee Report; Don reported that he had recently met with IT. Integration of TAS & OAKS may preclude various "pop-ups", an example being the "you are getting close to using 32 hours of sick leave and will soon be getting only 70% pay for sick leave used". (Possibly we need learn what is available via OAKS and share the "what" and "how to get it".) Don understands OAKS has varied and numerous helpful reports. While it is understood that tracking total sick leave use subsequent to the pay period including December 1st can be done, it was not known is such a standard report exists at this time or is otherwise in development.

An updated draft of a base line survey concerning sick leave was shared and noted to be about ready for Survey Monkey, should the committee agree. There was brief discussion as to the variation between survey and questionnaire but no dissension expressed as to proceeding with the survey. (It being considered a means to share information; also, "if not perfect, at least good".)

The floor offered that substantial free software was available for testing, quizzing, surveying, etc. It was also noted that inconsistencies existed concerning the 30% penalty imposed during the second 40 hours.

(After subcommittee reports, the group evaluated how to progress with the agenda, deciding to briefly address the remaining items as a refresher and to gauge overall interest, if not more. "Blood donation time" was added.)

Blood donation change (Agenda add; Not numbered)

(A recent directive that rescinded the opportunity to donate on the clock in the workplace prompted a discussion.) Management was not sure what prompted the change. It was acknowledged to be a surprise. There was speculation that it was an interim decision with a more deliberative and complete decision pending. Staff voicing thoughts noted it to be a step in the wrong direction, not keeping with civic/community leadership.

3 Communication Plan (Tabled)

4 Approval Process of Outputs (Tabled; and not addressed as a specific item. But the development of a Visio flow chart and the need to draw in all members to ensure steady progression to accomplishments was noted.)

5. Donated Leave

Members reinforced the need to further address the matter. The diverse needs, and levels of "situation awareness" were cited. Don noted that he had discussed the matter with both the Director and Karen Haight and he understood them to be OK with the committee addressing the matter, but would specifically check. Don repeated ODNR's protocol. District staff noted typical involvement of District admin staff, sort of an initial level of coordination prior to sending volunteered or potentially donated time to OES. Labor noted that it was labor's consideration that the contract did not exclusively relegate such matters to management. The dissatisfaction with time donated and lost when associated with disability leave was noted. However the loss of expiring, excess vacation and other leaves, too were noted. (No resolution but apparent interest to pursue in the future. Also may require integration with or more understanding of OAKs)

6. Voluntary Cost Savings (VCS) (This is similar to last month.) Don repeated ODNR & OCB insight, noting that ODNR's effort was due in large part to significant funding shortfalls and OCB was not interested in pursuing. Don did not have a specific answer from the Director but had the "feel" that it was "not flying". Labor members, too, noted OCSEA not pushing the matter. (It requires mutual agreement to pursue. Appendix R, item G notes "The Employer has sole discretion to approve..." and item H' noting that the "employer may discontinue this program upon providing the Union with 30 days notice".) Staff noted varied alternate opportunities with the Director's approval to take leave for community good or personal development. It was also noted that such efforts usually require complete exhaustion of leave balances. Most are troubled to do so.

7. Agency Policies - Don noted that he had mentioned this committee as a sounding board to policies and the Director agreed. Labor noted that both the contract and the concept of the committee seemed to indicate a significant role for "us".

Next agenda

We collectively generated the following, using Alauddin's agenda as a starting point.)

1. Review Minutes
2. Subcommittee report, including goal setting & time lines (Career Path, Training, Sick leave)
3. Communications Plan
4. Approval process of outputs (getting to implementation)
5. Donated Leave
6. Voluntary Cost Savings
7. Agency Policies (Process)
8. Blood Donation
9. Ground Rules - Revisit / Reinforce

Respectfully Submitted,
Mark Besel (draft shared 9/12/07; approved 9/27/07, final shared 10/18/07.)

MINUTES - condensed / bullets

Ohio EPA Labor Management Meeting, held at OCSEA , Thursday, August 30, 2007

Attending:

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

[Alauddin provided a roster / agenda, updated and endorsed by the group.]

1. Minutes - both complete and condensed - were accepted w minor revision. Discussion as to need to involve all, whether present or via minutes & dialogue.
- 2a. Career Path Subcommittee - Revised survey almost final - look for it via the web. Efforts with web sharing of PD & related information progressing, w links to class specs - a synergistic effort w OES. Brief Gant chart for efforts shared.
- 2b. Training Subcommittee - No report per se. It was noted that a gant chart or similar had been developed.
- 2c. Sick Subcommittee - Dialogue w IT department re capabilities of TAS/OAKS; "pop ups" may need be revisited & integrated w OAKs. (OAKs "canned reports" may meet some of our needs; TBD). Draft survey/questionnaire shared; sentiments expressed that it both provides information to staff as well as feed back to committee. No dissension expressed.

[following items briefly addressed]

No #; added item- Blood donation changes; surprised mgt, too; more info. expected.

3. Communication plan - tabled
4. Approval process of Outputs - tabled but need to progress and volunteer development of "Visio" flow chart noted (Bolas)
5. Donated Leave - Significant interest remains, Don noted understanding that Director and OES OK our pursuit. Labor noted that the contract did not exclusively relegate this to management. Problems noted as implemented but the loss (unused waste) of excess vacation etc. was a concern too were noted. (Interest to pursue; may require integration with OAKs.)
6. Voluntary cost savings ("VCS" - similar to last month) Don offered OCB & ODNR insight. Labor noted not a big OCSEA priority. The contract requires agreement of both parties to pursue. That still tbd.
7. Agency Policies - Don noted that he had mentioned this committee as a sounding board to policies and the Director agreed. Labor noted that both the contract and the concept of the committee seemed to indicate a significant role for "us".

Next Agenda :

We collectively generated the following, using Alauddin's agenda as a starting point.)

1. Review Minutes
2. Subcommittee report, including goal setting & time lines (Career Path, Training, Sick leave)
3. Communications Plan
4. Approval process of outputs (getting to implementation)
5. Donated Leave
6. Voluntary Cost Savings
7. Agency Policies (Process)
8. Blood Donation
9. Ground Rules - Revisit / Reinforce

Prepared by Mbesel; draft shared 9/12/07; approved 9/27/07 finalized 10/18/07.

MINUTES - Final

Ohio EPA Labor Management Meeting

[held at OCSEA , Thursday, July 26, 2007, 10:00 a.m.]

Attending:

Mark Besel, Mike Bolas, Ken Dewey, Heidi Griesmer, Dave Hunt, Kelvin Jones, Natalie Oryshkewych, Craig Rehkopf, Don Starr and Pat Tebbe. Alauddin Alauddin facilitated the session.

Excused/Absent: Deborah Bailey, Craig Butler, Mariano Haensel, Jessie Keyes, Susie Marshall and Donna Waggener.

The meeting was delayed a few minutes, owing to traffic delays reported by some attendees. The first order of business was to update and accept the agenda. Alauddin had provided a meeting outline/agenda, with time, used for that purpose. There was several minutes discussing what the topics meant, inter-relationships and relative priority. The following were agreed upon, from the original "palette" of 10 items:

Agenda

- 1 Review Minutes
2. Subcommittee reports (Career Path, Training, Sick leave)
(tabled till next -Communications)
(tabled till next - Subcommittee Goal Setting; somewhat related to communications)
- 3 Approval process of committee efforts
- 4 Donated Leave
- 5 Voluntary Cost Savings
- 6 Part Time / Arbitration decision
- 7 Agency Policies / the process re same

1. The minutes - Minor updates and corrections were offered to both the 3-page and condensed versions of the minutes. Both were accepted with those refinements.

Subcommittee Reports

[The relationship of committee efforts, communication and ultimate progress to desired ends was discussed; the inter-relationship with a communications plan was noted. We tasked each sub-committee to develop and present some means to chart efforts. Included were: goals, deliverables, milestones, communication with stakeholders.

2a. Career Path Subcommittee Report - The sub-committee shared a draft, brief survey (requesting that it not yet be shared beyond the committee). It was not reviewed in any significant depth. It was noted that the Agency had a "Survey Monkey" account, coordinated via Cheryl Fields in the Director's Office. "Good" survey results noted to be about 10%; the Agency often achieves 30%. The possibility of a trial in SEDO was noted.

2b. Training Subcommittee Report - No reportable progress noted but a meeting was scheduled the following day.

2c. Sick leave Subcommittee Report; Members reported that significant input had been received, largely from bargaining unit members with emphasis on the proposed letter concerning low leave balance. There was confusion as to our process and policy.

The ongoing, somewhat cyclical need to have input throughout our efforts was reinforced. While there was no bottom line, there was general agreement to emphasize the efforts were “works in progress”. It was noted that possibly the bargaining unit members would not be party to the low leave notice due to the association with discipline. It was also noted that staff generally might not appreciate that zero leave is a cause for discipline. Such items might be included in any pending survey. Union meetings, brown bags or other forums were again noted as means to share information and gather input.

3 Approval Process of Outputs

There was significant discussion as to the committee’s ultimate development of any proposal and presentation of same to the Director and others with the authority to implement. These would vary with the effort. Members agreed that subcommittees, too, operated by consensus. We reminded ourselves that the committee agreed to operate by full consensus, that we all accept and commit to support committee recommendations. There was discussion to ensure that all “stakeholders” be identified throughout the process, whether by way of preliminary & casual efforts or more involved survey efforts. A cycle of ongoing and somewhat intensifying communication was cited. Ultimately one or more “process owner” would be identified to ensure implementation and - if appropriate - ongoing review and update.

Stakeholders include but are not limited to the Union, the Office of Collective Bargaining, the Director, and Chiefs. The positive “preliminary pulse” of the Director and staff are needed to start an effort. An implementation plan needs be developed to chart what needs happen when, somewhat of a critical path. This ultimately need include confirmation and participation of parties with the authority, willingness and ability to implement the action. The following table presents the basics of the flow. The group reinforced the desire to achieve results. (There was a concern regarding spooling in a loop vs making progress. There seemed to be an understanding that the bulk of the work was over by the time it got to the full committee, we did not was to then start over without good cause.)

Approval Process Progression

1 -Group Consensus 2 -Cover memo signed by all members 3 - Presentation to full committee	Sub Committee Proposal
1 - Group Consensus 2 - Cover memo to person w authority / resources to implement 3 - Address comments / secure OK 4 - MOU w OCSEA & Director or authorized rep (w OCB’s OK)	Full Committee Approval
5 - (maybe 4 too goes here) Director	Approval Agency / Union
	Director Sign-off

[Upon review of the minutes, there was discussion and general agreement to expand this, possibly developing a flow chart. No assignments nor commitments were made.]

4. Donated Leave (Addressed after #6 - Arb.)

There was significant discussion of and interest in pursuing donated leave. Don noted that Agency management had been in discussion for over a year. He relayed how it was done at ODNR, via a standard letter from employee services. He noted, too, that DAS appreciates there are "issues" when used with disability, due to the profile or awareness of the recipient, the information sharer, etc.

Mark noted his experience in the Agency, observing varied Agency efforts; the notification option not being limited to a Director or employee services; some information sharing by stewards or other BU representatives. Other facets noted: Some staff have been penalized - progressing to the 30% penalized leave - due to donations, at odds with DAS information. There are possibly new issues (+/-) due to OAKs. There is need for better information. Offer of donation vs ability to accept/utilize creates a "limbo", awkward to all involved. Staff exceeding allowable "vacation carry" lose time that might be otherwise beneficially used. Possibly DAS has no real buy-in (based on contract negotiations over time.)

Outcome / future:

The group did show an interest to pursue the matter in some fashion.

Don will check with Employee Services re OK to pursue via L/M CALMC effort.

Form subcommittee (open to all)

Do Homework - incl: OAKs limitations, DAS Policy & OEPA/OES policy (that is, those interested should educate themselves.)

5. Part Time / Arbitration (Addressed prior to #4.) Don noted that OCSEA/ BU Staff within the Agency won an arbitration concerning a part time employee not getting the "vacation dump". The employee's award was pro-rated based on hours worked. The State and OCSEA would be discussing implications.

6. Voluntary Cost Savings (VCS) (Topic remains for August session, too.) Don provided ODNR & OCB insight, noting that at ODNR the effort was due in large part to significant funding shortfalls. The general appreciation was that while in the contract, OCB was not interested in pursuing. Don will speak with the Director. (It requires mutual agreement to pursue.) Several BU staff will pursue with OCSEA (Kelvin, Dave, Pat & Mike).

7. Agency Policies - It was noted that a number of policies had been developed, modified or increasingly implemented with varying levels of awareness by staff. It was noted that as stake holders and representatives of all stakeholders, the L/M group desired to be more involved with or at least aware of such efforts. "The process of policies is an issue". We might look at the process of how policies are developed, publicized and implemented.

There was discussion of the ability and desirability to add new issues to the ones currently in progress. It was suggested that the time required for any efforts waned towards the conclusion and possibly rolling out new efforts could run concurrent with the wrap-up of existing. No consensus or resolution noted.

Next agenda

We did not regenerate an group agenda. I've taken the liberty to note the following items from the one Alauddin provided. (Kudos to Alauddin. That is a nice tool and I hope he is inclined to repeat. I especially liked the timing of items as a management tool.)

Proposed Draft Agenda (This was borrowed from Alauddin's agenda and is offered as a starting point.)

1. Review Minutes
2. Subcommittee report, including goal setting & time lines (Career Path, Training, Sick leave)
3. Communications
4. Approval process of committee efforts
5. Donated Leave
6. Voluntary Cost Savings
7. Agency Policies / the process re same

Respectfully Submitted,

Mark Besel (draft shared 8/7/07; accepted w minor changes 8/30/07; finalized 9/7/07.)

MINUTES - DRAFT condensed / bullets

Ohio EPA Labor Management Meeting, held at OCSEA , Thursday, July 26, 2007

Attending:

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

[Alauddin provided a roster / agenda, updated and endorsed by the group.]

1. Minutes - both complete and condensed - were accepted w minor revision.
- 2a. Career Path Subcommittee - Draft survey shared - internal at this time, Trial in SEDO noted as possible.
- 2b. Training Subcommittee - No significant progress noted; committee planned to meet the following day.
- 2c. Sick Subcommittee - Significant input re draft letters, primarily re low leave balance. BU input reinforced the need to note "in progress", not policy nature of efforts. Prompted discussion of need for dialogue and input throughout the effort and integration w communication plan(s). Draft/preliminary survey noted. .
3. Approval process of Outputs - Committee reinforced desire to accomplish and implement things. That requires identification and agreement of those with the authority, ability and inclination to implement. Discussed progression from subcommittee through full committee, both with full consensus. Homework - each subcommittee to chart and report goals, parties, milestones and deliverables for implementation and maintenance.
4. Donated Leave - Significant interest shown. Don noted ODNR issued notices/invitation to donate via employee services. Mark noted Agency/Lazarus experience, including Union notification of need, coordinated with agency management. Several problems cited, including 30% penalty imposed on donator, "limbo" of offer vs use and integration when disability in play. Don to check with Employee Services prior to pursuing. Interested members to do homework re Agency and OCB policies and OAKs limitations.
5. Part-time / Arbitration decision - An Agency staff member / OCSEA won a recent arbitration, awarding a pro-rated "vacation dump". Future ramifications tbd via OCSA & OCB.
6. Voluntary cost savings ("VCS" - also for next month) Don provided ODNR insight where it was implemented due to funding problems. While in the contract, VCS requires both parties to pursue. That still tbd.
7. Agency Policies - It was noted that development of new and implementation or new emphasis on existing policies was problematic for all involved and this body was a good tool to avoid or minimize problems. It was suggested that we might look at the process of how policies are developed, publicized and implemented. There was discussion of the ability and desirability of starting additional efforts without finishing existing. It was suggested that the introduction of new material would mesh well with the wrap up of existing. No resolution.

Next Agenda :

1. Review Minutes
2. Subcommittee report, including goal setting & time lines (Career Path, Training, Sick leave)
3. Communications
4. Approval process of committee efforts
5. Donated Leave
6. Voluntary Cost Savings
7. Agency Policies / the process re same

Prepared by Mbesel; draft shared 8/7/07, accepted 8/30, finalized 9/7/07.

MINUTES - approved

Ohio EPA Labor Management Meeting

[held at OCSEA , Thursday, June 28, 2007, 9:00 a.m.]

Attending:

Deborah Bailey (in part), Mark Besel, Mike Bolas, Craig Butler (am), Ken Dewey, Heidi Griesmer, Mariano Haensel, Kelvin Jones, Jessie Keyes, Craig Rehkopf, Don Starr and Pat Tebbe. Alauddin Alauddin facilitated the session. Jo Davidson (SWDO's Central Support) attended as a guest.

Excused/Absent: Dave Hunt, Natalie Oryshkewych, Susie Marshall and Donna Waggener.

There was extended preliminary discussion due to apparent start-time confusion. The meeting, scheduled for 9:00, started approximately 9:45. The first order of business was to share and update the agenda, including approximate lunch and end times.

Agenda

1. Review Minutes
2. Subcommittee reports
 - a. Career Path
 - b. Training
 - c. Sick leave
 - d. Goal setting for subcommittees
 - e. Subcommittee work time
3. Communications -
 - a. Prioritize the "What List" from January
 - b. Look at the "Hows" .
4. New Business
 - a. Approval process of committee efforts
 - b. Donated Leave
 - c. ID theft
 - d. Blood Donation
 - e. Voluntary Cost Savings
5. Next Agenda
6. Future Agenda Items - Vol. cost Savings (8/30/07);

1. The minutes - The May 15, 2007 minutes had again been presented in two versions, a more expansive, 4-page version and a single page condensed version. Both were accepted with minor refinements. There was discussion concerning the notes and about whether to post one or both versions on the web.

[The group elected to progress to Communications prior to lunch. There was a re-introduction of sorts, with Alauddin recapping his visit to information on the web. The mission statement and ground-rules were briefly recapped. The need to focus on efforts contributing to the mission was mutually reinforced.]

2a. Career Path Subcommittee Report - [this after "communication"]

(Minimal actions to report, upcoming sub-committee efforts scheduled after full committee meeting.)

2b. Training Subcommittee Report - Brief report, sub-committee met face to face in SWDO; progress continues.

2c. Sick leave Subcommittee Report; Members reported that they were aware that dialogue subsequent to the last meeting, largely by way of communication among Central Ohio BU staff, resulted in comments yet shared with the subcommittee. A work session to share and discuss had not yet been scheduled. Members shared a preliminary 4 page survey, an early draft of a means to gauge sick leave awareness, possibly to be used pre and post efforts. Laurie Stevenson, Cheryl Fields (maintains “our” account with “SurveyMonkey”) and Rod Spain were mentioned as possible resources for additional survey expertise or input.

2d. Goal Setting; The transition to a new facilitator, discussion concerning the agenda, sub committee efforts and communication and work progression between the sub committees, the full committee and ultimate action by Agency management prompted discussion that was largely beyond any committee. Given the absence of some members and the fact that many members were on multiple committees it was challenging to progress to efficient work time. The various sub committee memberships were recapped for mutual understanding. These being:

career path	training	sick leave
Mike Bolas	Mike Bolas	Deborah Bailey
Ken Dewey	Ken Dewey	Mark Besel
Dave Hunt	Heidi Griesmer	Craig Butler
Natalie Oryshkewych	Mariano Haensel	Dave Hunt
Don Starr	Kelvin Jones	Kelvin Jones
	Susie Marshall	Jessie Keyes
	Natalie Oryshkewych	Don Starr
	Craig Rehkoph	Pat Tebbe
		Donna Waggener

Goals, per se were not shared with the full body, but each group met with the intent of setting up near term efforts.

3 Communications -

Heidi et al (the ad hoc group) briefly described the prior attempt to group the brainstorming session re communications (the “hows”). There was discussion as to what the message was and the brainstorming efforts of January 16, 2007, labeled “What information should this Committee be Communicating”, was copied and shared - this being the “whats”. The contents were again transcribed to “stickies” and all were invited to group/ regroup the entries. This exercise was both before and after lunch. There were four informal, possibly interim groupings: “ About us”, “Agenda/minutes”, “Communicate out” and “Communicate in”.

Heidi provided a brief overview of communications plans. Given a message and audience, one then utilizes various communications tools. (Heidi took the revised “sticky groupings” to possibly utilize for possible communications plan(s)).

- 4 New Business** - (We only touched on new business due to limited time.)
- a. Approval process of committee efforts (See also 2d & 3.) We did recap that we included consensus in our ground rules, so nothing was accepted without that consensus.
 - b. Donated Leave (briefly noted as future item for sub committee)
 - c. ID theft - There was discussion of the Statewide data loss via the OAKs intern laptop loss. There was some apparent confusion as to the need to refer to a police report, if one experienced a loss - apparent ID theft resulting in identity theft and charges. No police report was known to have been taken. There had been some early negative experience concerning "Debix", but apparently the kinks had been worked out and it was now working as intended.
 - d. Blood Donation - no discussion other than to note recently revised Statewide policy, no longer allowing donations "on the clock".
 - e. Voluntary Cost Savings - BU noted that members asked it to be included on the agenda. It was noted that it is, previously tabled and now scheduled for the next session.

5 Next agenda [The meeting dates for the remainder of 2007 were revisited and reinforced. These being 7/26, 8/30, 9/27, 10/24, 11/28, and 12/19. All will be held at OCSEA/ Polaris starting at 10:00. Rooms will be available at 8:00, should sub-committees wish to start earlier.]: (I added the numbers.)

- 1 Review Minutes
2. Subcommittee reports (Career Path, Training, Sick leave)
3. Communications Plan-
4. Subcommittee goal setting
5. Approval process for outputs (getting to implementation)
6. Donated Leave
- 7 ID thief
- 8 Vol. cost Savings
- 9 Part Timers (Holiday Pay)
- 10 Agency Policies (Process);

(not recapped in June, but previously noted "All employee annual meeting 7/26/07", - possibly re whether to note L/M there. Just recapped as reminder.)

Respectfully Submitted,
Mark Besel (draft shared 7/17/07; accepted w minor revisions 7/26/07 finalized and shared 8/6/07.)

MINUTES - condensed / bullets; Final

Ohio EPA Labor Management Meeting, held at OCSEA , Thursday, June 28, 2007

Attending:

Deborah Bailey, Mark Besel, Mike Bolas, Craig Butler, Ken Dewey, Heidi Griesmer, Mariano Haensel, Kelvin Jones, Jessie Keyes,, Craig Rehkopf and Don Starr and Pat Tebbe. Alauddin Alauddin facilitated the session. Guest Jo Davisosn of SWDO, also attended. (Dave Hunt, Susie Marshall, Natalie Oryshkewych and Donna Waggener were excused/absent.)

- 1 Minutes - both complete and condensed - were accepted w minor revision.
Demonstration by PIC's Allen included demo of Agency L/M notes site. on et al to assist
 - 2a. Career Path Subcommittee - Minimal report, upcoming sub-committee meeting is scheduled.
had no notes re Career Path, per se. See 2d. Did I miss anything?)
 - 2b. Training Subcommittee - Brief report, sub-committee met face to face in SWDO; progress continues.
 - 2c. Sick Subcommittee - Input re four draft letters had been generated but not shared with the committee. That pending. Preliminary survey to gauge base-line and subsequent progress re sick leave awareness was shared. Input requested.
 - 2d. Goal Setting - The transition to a new facilitator, discussion of ongoing efforts and how they progress prompted discussion that was largely beyond any committee. The various sub committee memberships were recapped for mutual understanding (see expanded notes). Groups met to schedule near term efforts.
 3. Communications - Committee revisited communication "whats" and "hows" and worked on organizing the "whats" by way of individually organizing / reviewing / reorganizing the individual facets (using yellow stickies), resulting in four groupings: " About us", "Agenda/minutes", "Communicate out" and "Communicate in".
Heidi provided a brief overview of communications plans. Given a message and audience, one then utilizes various communications tools.
 4. New Business (Most only mentioned due to limited time.)
 - 4a Approval process of committee efforts
 - 4b Donated leave (future item, possibly for sick leave committee)
 - 4c ID Theft ID theft - There was confusion as to the need to refer to a police report, if one experienced a loss - apparent ID theft resulting in identity theft and charges. No police report was known to have been taken. Experience with "Debix" apparently improving w the kinks now worked out.
 - 4d Blood Donation - no discussion other than recently revised policy no longer allowing donation on State time
 - 4e Voluntary cost savings, inquiries from BU staff. (Agenda item next session.)
 5. Next Agenda
 - 1 Review Minutes
 2. Subcommittee reports
 3. Communications Plan
 - 4 Subcommittee goal setting
 - 5 Approval process for outputs (getting to implementation)
 - 6 Donated Leave
 - 7 ID Thief
 - 8 Vol Cost Savings
 - 9 Part Timers (Holiday Pay)
 - 10 Agency Policies (Process)
- [Mbesel; draft 7/17/07, accepted w minor rev., 7/26/07, finalized 8/6/07.]

MINUTES DRAFT - DRAFT - 5/15/07 [Input re afternoon is solicited]

Ohio EPA Labor Management Meeting
[held at OCSEA , Tuesday, May 15, 2007, 10:00 a.m.]

Attending:

Mark Besel, Mike Bolas, Craig Butler, Ken Dewey, Heidi Griesmer, Mariano Haensel, Dave Hunt, Kelvin Jones, Jessie Keyes, Susie Marshall, Craig Rehkopf and Don Starr. CALMC's Jim Cowles and Meredith Porterfield facilitated the session with Alauddin Alauddin attending the morning portion of the session as a potential facilitator. Guests Nita Nordstrom of SWDO, Cathryn Allen of PIC and Bruce Wyngaard of OCSEA also attended.

Excused/Absent: Deborah Bailey, Natalie Oryshkewych, Beth Hahn (potential facilitator), Pat Tebbe, and Donna Waggener.

Agenda

1. Review Minutes
2. Subcommittee reports
 - a. Career Path
 - b. Training
 - c. Sick leave
 - d. Subcommittee work time
 - e. Goal setting for subcommittees
3. Communications - How do we communicate, ctd w preliminary groupings
4. Poll worker leave
5. Facilitation
6. New Business -
7. Next Agenda
8. Future Agenda items - Vol Cost Savings - Aug '07

1. The minutes - The April 17, 2007 minutes had been presented in two versions, a more expansive, 3-page version and one condensed to one page (i.e., similar to those for March 27th). The notes were accepted. Three "communication" sheets were included with the notes. The first being the full committee brainstorming effort. The second two being organizations of the those ideas/thoughts. These were neither discussed nor endorsed at this point. Mark noted he was unable to stay for the entire session. Don Starr offered to take notes for the afternoon. Heidi assisted. [During the discussion of Career Path, the availability of L/M notes on the internet was also demonstrated.]

2a. Career Path Subcommittee Report - The subcommittee had been working with PIC. Guest Kathryn Allen provided a demo, using the internet to access the Agency table of organization via the web. "Visio" software was used. Employee names, position numbers, minimum qualifications were hyper-linked. One could readily see a position in context (Who reports to, is subordinate to whom, etc.) Other items of note:

- Nancy Rector was assisting; this was largely a synergistic effort.
- The schedule for possible implementation was dependent on competing priorities, including OAKS.
- A pilot might be possible; SEDO being considered.
- Some degree of mentoring is seen as desirable.

Career path continued

- Metrics to measure success would be needed.
- We need to develop or list standards to judge options in order to make selection(s).
- This would be appropriate to include in new employee orientation.

2b. Training Subcommittee Report - The team was able to conference. (Minimal additional progress noted).

2c. Sick leave Subcommittee Report; (Drafts of four letters had been shared prior to the meeting via 5/14/07 e-mail from Dave Hunt.) These drafts were discussed:

- “You have used 32 sick leave hours”; this intended to be generated via some yet to be determined IT/TAS interface, to provide employees an awareness that they are within 8 sick leave hours of entering the “second 40” - those penalized 30% of pay.
- “80 hours needed as bridge to disability” and general status of leave; this an annual reminder, anticipated to be generated on or about the start of the “benefit year”, the pay period including December 1st, when the leave balances renew.
- an Employee Services generated “down to 24 available sick leave hours”, intended to be non-punitive, but to ensure awareness of policies and discipline issues, and
- a “talking points” for supervisor/employee to help ensure mutual awareness of resources - including disability and FmLA, rules and possible discipline (a check list to ensure complete dialogue).

The “down to 24” spurred significant discussion. Concern with the actual or perceived link to discipline and poor coordination with supervisors and Employee Services was noted. The need is to provide support to utilize available resources, especially at a time when an employee is stressed by health or other issues.

Other related points noted:

- survey for background information and to gauge impact
- presentation to or discussion with chiefs to share intent, reinforce that this is not discipline; the how & why of what we wish to accomplish; give examples of what does happen when an employee at zero leave has additional need arise.
- desirability to include Susan Day in the communication loop in addition to general communication with Employee Services
- Need to ensure OCSEA’s OK with this. (Jessie acknowledged she was keeping DAS aware and there were no issues.)
- “Coaching is desired” to avoid discipline.
- The idea of developing a DVD was raised.
- Development of metrics might include Employee Services

2d. Goal Setting; Brief discussion concerning the Bargaining Contract “due dates” for committee efforts. The contract included specific dates of 8/1/06 (training team formation) and 12/1/06 (recommendations to the Director). It also allows that time lines may be mutually extended. (We apparently have done so.)

Jim introduced Bruce Wyngaard, OCSEA’s Operations Director. Bruce noted he appreciated the opportunity to gauge L/M efforts as base line and as CALMC efforts progressed. (OCB & OCSEA favored expansion of such efforts.)

3 Communications - (The brainstorming “communication” thoughts developed at the prior session had been noted and grouped in two tables by Craig R., Heidi and Mark). The groupings were discussed, noting that “passive” and “active” and “electronic” and “personal” were used in one grouping. “Interactive”, “passive” (both physical and electronic) and “hierarchical” were used in another. There was discussion concerning computer “banner” and related options and IT resource variation within the Agency. It was noted that “Zen Works” had been approved and purchased (but with out significant discussion as to what this was or relevance). [We elected to table “communication”, moving to “facilitation” due to member availability. Most of the following notes provided by Heidi.]

Communication, continued

- Discussed what to do with the communications tactics that have been organized. What are our next steps? How do we whittle down the list to a manageable amount?
- General consensus that all communications tactics can be successful or not depending on the situation, message and audience. We need to first decide what we want to communicate and what we want our audience to do with that message before we decide how we want to communicate.
- At the next meeting, we will revisit our original brainstorming for what we want to communicate and go through the interest-based process to ensure that we are on the same page on our communications messages.

4 Poll Worker Leave

- The director said no, so the committee did not discuss the draft policy.
- The question was asked why the director said no, but Don Starr did not know the answer. Don and Mike will ask the director and report back at our next meeting.

5 Facilitation; (This addressed out of order. In discussion prior to the start of the session, Don Starr noted that Beth Hahn, a proposed facilitator, would be unable to assume that role.) Alauddin Alauddin introduced himself, noting his career at and prior to the Agency and his interest, training and experience with facilitation. He acknowledged and thanked his management for supporting his efforts which he uses routinely at work. As somewhat of a summary, he noted he appreciated how groups can come together and get things accomplished. Members questioned Alauddin and Alauddin questioned the committee. It was agreed that we would enter a mutual trial evaluation of at least several upcoming sessions.

6 New business, (I pasted this together, w/o being there - pls feel free to add you input. Thanks, MB)

a. Approval Process

- The question was raised by Craig Butler - how do we proceed once we reach consensus? What is our approval process from there? How do we know when we have final approval on an issue?
- We added this to be an agenda item next month.

Meredith reminded us that after we select and implement a solution, we should check on how things are working a few months later, and re-evaluate periodically.

b. New Employee Training and Overtime

- The curriculum for new employee training, which is mandatory, has changed. It is now about seven hours long. Mariano requested that we tell supervisors that they have to approve overtime for district employees who go to that training because it is mandatory.
- There was a suggestion that the training subcommittee include this issue in its training policy that will be drafted.

- 7 Next agenda** [next meeting was 5/28/07 -but there is apparent confusion re change to 6/12/07, to be at OCSEA starting at 9:00; 7/26/07 - EPA-Laz 9:00.]:
- 1 Review Minutes
 2. Subcommittee reports
 - a. Career Path
 - b. Training
 - c. Sick leave
 - d. Goal setting for subcommittees
 - e. Subcommittee work time
 3. Communications -
 - a. Prioritize the "What List" from January
 - b. Look at the "Hows"
 4. New Business
 - 5 Next Agenda
 - 6 Future Agenda Items - Col cost Savings (8/30/07);
[not on the agenda, but previously noted "All employee annual meeting 7/26/07", was there any action to remove?

Again, Condolences to Don on the loss of his father. I wanted to share these to jog any additional thoughts. I'll delay preparation of a bullit version for a few days, pending input from others.

Respectfully Submitted,
Mark Besel (draft shared 5/25/07)

MINUTES 4/17/07

Ohio EPA Labor Management Meeting

[held at OCSEA , Tuesday, April 17, 2007, 10:00 a.m.]

Attending:

Mark Besel, Mike Bolas, Craig Butler, Heidi Griesmer, Mariano Haensel, Dave Hunt, Kelvin Jones (joined in progress), Susie Marshall, Natalie Oryshkewych, Craig Rehkopf, Don Starr and Pat Tebbe. CALMC Trainers and Moderators Jim Cowles and Meredith Porterfield facilitated the session.

Excused/Absent: Deborah Bailey, Ken Dewey, Beth Hahn(potential facilitator), Jessie Keyes and Donna Waggener.

Agenda

1. Review Minutes
2. Subcommittee reports
 - a. Career Path
 - b. Training
 - c. Sick leave
 - d. Subcommittee work time
3. Communications - How do we communicate?
4. Facilitation
5. New Business - a) poll worker relief
6. Future Agenda items - Vol Cost Savings - Aug '07
7. Next Agenda

1. The minutes - The March 27, 2007 minutes had been presented in two versions - one similar in length to those prepared to date (3pgs); another condensed to one page. There were minor tweaks to both versions and both were accepted. The training subcommittee provided brainstorming notes, which were attached.

2a. Career Path Subcommittee Report - Discussion included:

- Initial focus on ES2s, estimated to be approximately 800 of 1200 (ish) total in the Agency
- Discussed possibility of linking “what positions actually do” to the positions listed on the Agency web (under division TO - table of organization). Minimum qualifications, PD specific requirements, testing etc., being possibilities.
- The diversity even among ES2s again noted - inspectors, enforcement coordinators, site coordinators, rules coordinators, etc.
- The desirability of improving the Agency web resources was noted as a shared priority, but dependent upon help from IT.
- Consideration of more information on the inter vs intranet.
- Upcoming - approaching more formal presentation to the full committee.
- Brief discussion concerning measurements of success, access to internet and answer to question, “are staff using it?”
- Brief discussion concerning standards to evaluate options. (Standards being the objective considerations, metrics being a means to measure.)

2b. Training Subcommittee Report - The team was not able to meet.

2c. Sick leave Subcommittee Report; Members reported further development of several draft information letters and other items concerning sick leave balances:

- a pro-active e-mail, citing L/M committee, generally covering all leave and the need or desirability to maintain “a healthy leave balance” noting 80 hours needed for disability;
- an Employee Services generated “32 sick leave hours used” prompt letter, to be a heads-up re transition to the reduced pay 40 hours, based on the November(ish) benefit year; (There was discussion as to how this might be prompted, IT & Employee services would need coordinate, possibly a TAS auto “pop-up” might be possible.)
- an Employee Services generated “down to 24 available” total hours (or just sick leave?) to ensure full loop dialogue with employee, supervisor (possibly others - e.g., chief, fiscal officer) and employee services;
- a “talking points” for supervisor/employee to help ensure awareness of resources, rules and possible discipline (a check list to ensure complete dialogue).
- Other considerations include focus on neutral, positive and pro-active; try to avoid negative meetings.
- Consider training for supervisors, help foster “appropriateness” - stewards too?.
- before & after survey discussed as means to gauge effectiveness re leave use, to include items such as: “Was this productive?”, “Did it meet concerns?”, “Did it reach out, as needed?”
- Standards; tbd / agreed - possibly drop in sick leave use, perception by staff (Subcommittee future discussion to include call-offs and “penalty”).

3 Communication - Discussion points include:

- desire for transparency - be up front,
- want wide spread awareness of both the forum and our efforts.
- We generated communication considerations and opportunities. These are attached. An ad hoc group (Heidi, Mark & Craig R.) are taking a first stab at organizing / grouping the information.

4 Facilitation; We reminded ourselves that our efforts with CALMC direct oversight was coming to an end, the next session being the last scheduled with Jim & Meredith. Jim noted that Statewide efforts for a facilitation pool were promising. He had been involved with planning sessions including and or supported by Steve Loeffler of OCB. There was discussion of known Agency facilitator resources and our initial discussion not to include staff in such matters. Members discussed and requested that we invite Alaudin Alaudin (OhioEPA-DEFA/CO) to consider some level of partnership with us, in addition to Beth Hahn. (I have subsequently spoken w Alaudin, he is interested and has his management’s OK.)

5 New business,

a. Poll-worker leave time - Don shared a DAS policy. There was brief discussion concerning past awareness of the policy. (It had not been endorsed or otherwise allowed by previous Directors.) Homework - all to review policy.

b. CALMC training for SWDO - Southwest District decided to undertake the CALMC training efforts

(Labor inquired if any new policies concerning sign-in/sign out were being promulgated, as an inquiry as to need to discuss the matter. Management noted relevant policies had not recently changed. No further discussion.)

(There was discussion concerning a second extension of CALMC facilitation oversight. The matter was not pursued, though it was noted that a return engagement, progress review in the future was possible.)

6. **Future Agenda items** - Vol Cost Savings - Aug '07
- 7 **Next agenda** [next meeting is 5/15/07- at - EPA-Laz 10:00, then 6/28/07 OCSEA starting at 9:00; 7/26/07 - EPA-Laz 9:00.]:
 - 1 Review Minutes
 2. Subcommittee reports
 - a. Career Path
 - b. Training
 - c. Sick leave
 - d. Subcommittee work time
 - e. Goal setting for subcommittees
 3. Communications - How do we communicate, ctd, w preliminary groupings?
 4. Poll worker leave (homework - review DAS policy)
 5. Facilitation
 6. New Business Items
 7. Next Agenda
 8. Future Agenda Items - Col cost Savings (8/30/07); All employee annual meeting 7/26/07

follows: abbreviated version of notes / bullets
 Communication - "How do we Communicate? generated concepts

Respectfully Submitted,
Mark Besel (draft shared 4/27/07; accepted May 15, 2007, finalized May 24, 2007)

MINUTES - condensed / bullets (Accepted as final, 5/15/07)

Ohio EPA Labor Management Meeting; April 17, 2007, at OCSEA

Attending:

Mark Besel, Mike Bolas, Craig Butler, Heidi Griesmer, Mariano Haensel, Dave Hunt, Kelvin Jones (joined in progress), Susie Marshall, Natalie Oryshkewych, Craig Rehkopf, Don Starr and Pat Tebbe. CALMC Trainers and Moderators Jim Cowles and Meredith Porterfield moderated the session. (Deborah Bailey, Ken Dewey, Beth Hahn (potential facilitator), Jessie Keyes and Donna Waggener were Excused/Absent.)

- 1 Minutes - Standard & condensed versions presented; both reviewed and accepted with minor changes.
2. Subcommittee reports.
 - 2a. Career Path; continues to meet; note diversity of work w ES2s being prime example; consideration of expanded use of web resources to “flesh out” what various positions do, position specific requirements, skills, proficiencies, etc.
 - 2b. Training; unable to meet, no update.
 - 2c Sick leave; The committee met and further refined proposed letters for 3 situations: total leave at 80 hours (needed as gap to disability); annual use of 32 hours of sick leave (approaching reduced pay hours); and, remaining leave at only 24 hours (approaching zero leave / discipline. Training for supervisors - potentially including stewards, talking points, and survey also discussed.
3. Communications - Reinforced goal to seek input, share efforts and be transparent. Generated “Ways we can Communicate”; to be continued via ad hoc group and next meeting.
4. Facilitation - Next meeting is last for Jim & Meredith but follow-up down the road is possible. Committee extended invitation to Ohio EPA facilitator to participate. (He is receptive. To be continued.) Statewide agency facilitation pool is progressing & “looking positive”. Jim Cowles is involved.
5. New Business a) Poll-worker leave; Don shared DAS policy. It is not yet implemented at the Agency. Members to review & discuss next meeting. b) SWDO has elected to pursue CALMC training. (Vol cost savings - tabled to 8/07)
- 6 Next agenda (next meeting is 5/15/07- at - EPA-Laz 10:00):
 - 1 Review Minutes
 2. Subcommittee reports
 - a. Career Path
 - b. Training
 - c. Sick leave
 - d. Subcommittee work time
 - e. Goal setting - subcommittees
 3. Communications
 4. Poll worker leave
 - 5 Facilitation
 - 6 New Business
 - 7 Next Agenda
 - 8 Future Agenda items
 6. Next Agenda

Mark Besel (draft shared 4/27/07; Committee endorsed 5/15/07, finalized 5/24/07)

accompanying / follows: Training subcommittee brainstorming notes

Brainstorming - Labor-Management Committee Communication

How do we communicate

- Intranet
 - Feedback mechanism (suggestion box or other mechanism to committee or to Don & Mike)
 - Thru dist. L-M committees
 - Local meetings - program mtgs, dist. mtgs
 - Email address for committee
 - Bulletin Board - either physical or electronic
 - Agency annual mtg - All-Staff mtg.
 - Roadshows
 - Open blog site w/ username creation
 - NewsSource
 - Internet
 - Cent. Off L-M meetings
 - Brown Bags
 - Banners - electronic
 - Any work coming from this committee identifies the L-M Committee
 - Highlights on intranet
 - Email periodically telling about L-M committee work or accomplishments or link to it
[pg 2]
 - Director send email to all employees about L-M committee
 - 1-Day luncheon per district paid by the Assembly, if the Assembly is OK w it
 - Log-in messages
 - Local & Statewide Union newsletters
 - Send meeting notes to Director, Chiefs & Stewards
 - Link from EPA to Union
 - Send meeting notes to everyone in the Agency
 - Sidebar with the rolling info, a link to give add. information - on desktop when getting on website (maybe a small box or side bar)
 - Train people on who we are as a committee and formal training of major achievements, i.e., sick leave, career path, etc. roadshow
 - Don do RoadShow to improve image of LRO
 - Everyone on committee commits to tell 5 people
 - Moving L-M link on main intranet site
 - Union Chapter mtgs.
 - Reminder to all employees this is joint process
 - Mix of L-M committee members at presentations
- [end]

Passive electronic	passive non-electronic	interactive electronic	interactive personal
Log-in messages	Any work coming from this committee identifies the L-M Committee	Feedback mechanism (suggestion box or other mechanism to committee or to Don & Mike)	Agency annual mtg - All-staff mtg.
Sidebar with rolling info, a link to give add information - on desktop when getting on website (maybe a small box or sidebar)	Send meeting notes to Director, Chiefs & Stewards	Email address for committee	Local meetings - porgram mtgs, dist mtgs
Banners - electronic	Local & Statewide Union newsletters	Open blog site w/username creation	Brown Bags
Intranet	Everyone on committee commits to tell 5 people		Roadshows
Highlights on intranet	Reminder to all employees this is joint process		Cent. Off L-M meetings
Bulletin Board - either physical or electronic	Train people on who we are as a committee and formal training of major achievements, i.e., sick leave, career path, etc roadshow		Thru dist. L-M committees
Moving L-M link on main intranet site			Don do RoadShow to improve image of LRO
Internet			Mix of L-M committee members at presentations
Link from EPA to Union			Union Chapter mtgs
Send meeting notes to everyone in Agency			1-Day luncheon per district paid by the Assembly, if the Assembly is OK w it
Director send email to all employees about L-M committee			
Email periodically telling about L-M committee work or accomplishments or link to it			
NewsSource			

Physical Passive	Electronic Passive	Interactive	Hierarchical
Bulletin Board - either physical or electronic	[Telephone messages for important Info] – addition	1-day luncheon per district paid by the Assembly, if the Assembly is OK w it	Cent. Off L-M meetings
Local & Statewide Union newsletters	Log-in messages	Brown Bags	Any work coming from this committee identifies the I-M Committee
	NewsSource	Don do RoadShow to improve image of LRO	Thru dist. L-M committees
	Internet	Union Chapter Mtgs	Email address for committee
	Intranet	Local Meetings - program mtgs, dist. mtgs	Send meeting notes to everyone in the Agency
	Highlights on intranet	Agency annual mtg - All-Staff mtg.	Send meeting notes to Director, Chiefs & Stewards
	Open blog site w u/sername creation	Roadshows	Director send email to all employees about L-M committee
	Link from EPA to Union	Feedback mechanism (suggestion box or other mechanism to committee or to Don & Mike)	Train people on who we are as a committee and formal training of major achievements, i.e., sick leave, career path, etc. roadshow
	Moving L-M link on main intranet site	Everyone on committee commits to tell 5 people	Email periodically telling about L-M committee work or accomplishments or link to it
	Banners - electronic		Reminder to all employees this is joint process
	Sidebar with rolling info, a link to give add. Information - on desktop when getting on website (maybe a small box or side bar)		Mix of L-M committee members at presentations

MINUTES

Ohio EPA Labor Management Meeting

[held at Ohio EPA - Lazarus, Tuesday, March 27, 2007, 10:00 a.m.]

Attending:

Deborah Bailey, Mark Besel, Mike Bolas, Craig Butler, Ken Dewey, Heidi Griesmer, Mariano Haensel, Dave Hunt, Kelvin Jones, Jessie Keyes, Natalie Oryshkewych, Craig Rehkopf, Don Starr, Pat Tebbe and Donna Waggener. CALMC Trainers and Moderators Jim Cowles and Meredith Porterfield moderated the session. Potential facilitator Beth Hahn, attended in part

Excused/Absent:

Susie Marshall

Agenda

1. Director's Meeting [rescheduled to 1:00]
2. Review Minutes
3. Subcommittee reports
 - a. Career Path
 - b. Training
 - c. Sick leave
 - d. Subcommittee work time
4. Communications - How should information be communicated?
5. Facilitation
6. New Business Items
7. Next agenda

The meeting started with a round of introductions, as Don had recruited Beth Hahn as a potential facilitator. Beth indicated interest but was not available for the entire session. The Director scheduled his time with us at 1:00. We reviewed prior discussions and redefined / condensed our somewhat formal plan to "short, sweet & casual". I.e., brief self-introductions and maybe brief statements from Don & Mike. No Power Point, no formalities. (Heidi had obtained our printed mission statement which was displayed at the front of the room. OCSEA representatives and Bargaining Unit officers reported that they had met with the Director.)

1 Meeting With Director (this at approx 1:00)- The Director joined us as members were working in subcommittees, some at the break-area tables. We reassembled to the meeting room. The Director walked around the table, individually greeting all. We noted that we had been working with CALMC in a facilitated environment and with WFD funding. Also, that the bargaining contract specifically provided for such a forum and that in the recent contract the Agency had an agency-specific appendix, reinforcing some of these efforts. The Director noted that he was delighted that such a forum exists. His philosophy was "lead, follow, or get out of the way". Also, "Please advise if I can help", noting that he was not a fan of "face time for the sake of face time". He noted that in his experience, problems were often due to misperceptions and communication gaps. He encouraged dialogue. (The session was approximately 10-15 minutes.)

2. The minutes - The February 21, 2007 minutes were reviewed and approved with minor changes. There was brief discussion to reduce the minutes to bullet points and minimize the use of individual names. Mark noted that he might prepare a dual version in the next notes.

3a. Career Path Subcommittee Report - Work group members noted that discussion included:

- Incentives were lacking for advanced degrees or professional licensure (P.E, being noted.)
- A mechanism was desired to be able to learn about other programs. A possibility being some intranet site with table of organization, expanded to include what the jobs are, what the positions do, what the minimum qualifications are, etc.
- The diversity even among ES2s is significant. The fodder/discussion/types of information shared at college type job fairs might be useful in-house, too.
- There was brief discussion as to other agencies utilizing the ES2 series (ODNR, Commerce/BUSTR.)

3b. Training Subcommittee Report - The team noted they had revisited their purpose statement, ultimately generating “ No consistently applied training curriculum exists to ensure that employees have equal opportunity for professional development.” The group brain-stormed the following areas:

- Specific training identified and offered,
- Specific guidelines to ensure adequate funding and equity in opportunity,
- Training is applied and shared,
- Framework to identify basic skill sets and training needs for all positions,
- Consistent training opportunities to encourage and promote professional growth and development.

[Training committee brainstorming options are included as attachment to minutes.]

3c. Sick leave Subcommittee Report; Members reported that we had developed several draft information letters concerning sick leave balances:

- an annual blanket letter re how leave works with brief discussion of relevance and working of disability, FMLA, zero leave and leave abuse (w information in NewsSource, too);
- “Used 32 sick leave” prompt letter, to be a heads-up re transition to the reduced pay 40 hours;
- “down to 24 available” prompt letter as a heads-up to supervisor and employee
- with this was a “talking points” for supervisor/employee to help ensure awareness of resources, rules and possible discipline
- survey
- (Subcommittee future discussion to include call-offs and “penalty”).

The subcommittee reporting led to additional discussion. Considerations shared include:

- importance of and inclusion of such matters in both the training and evaluation of supervisors,
- need to integrate donated leave into the mix

Sick leave general discussion continued

- general emphasis that the policy as implemented seems to hit working women harder - noting maternity leave and sick children
- Existing TAS has significant, apparently under-appreciated capabilities to generate reports, including leave use by type and over time,
- It was noted that some divisions/districts track leave use rather tightly, others - unknown with suspicion that apparently not at all
- [discussion resumed after visit by the Director] The need to share with and ensure buy-in from the Chiefs was noted.
- The development of brief talking points to further communication was noted

General discussion noted that options need be developed along with standards for evaluation. Mutual benefit, workable, cost effective and measurements for effectiveness being considerations.

4 Communication - Don requested input as to the desirability or acceptability of sharing the minutes on the internet instead of intranet. The Office of Labor & Safety was updating its web site. Limited discussion seemed generally favorable.

5 Facilitation Jim updated members concerning two upcoming CALMC training efforts via OCSEA, mentioned consideration of a shared pool of facilitators similar to the current mediation program and shared that he understood that Steve Loeffler of OCB was supportive.

6 New business,

a. CALMC training for SWDO - Discussed - Southwest District had not reached a consensus. What would be the subject matter of their efforts? Would it be better to "shadow" the State efforts prior to requesting separate training. Discussion w no resolution. There was general apparent consensus that a limited number of passive visitors would be welcome to visit us.

b Poll-worker leave time - tabled; for April

7 Next agenda [next meeting is 4/17/07- at Polaris, then 5/15/07- EPA-Laz.]:

- 1 Review Minutes
2. Subcommittee reports
 - a. Career Path
 - b. Training
 - c. Sick leave
 - d. Subcommittee work time
3. Communications - How do we communicate?
4. New Business - a) poll worker relief
5. Future Agenda items - Vol Cost Savings - Aug '07
6. Next Agenda

follows: abbreviated version of notes / bullets
 Training subcommittee brainstorming notes

Respectfully Submitted,

Mark Besel (draft shared 4/11/07; approved 4/17/07; finalized 4/23/07)

MINUTES - condensed / bullets

Ohio EPA Labor Management Meeting; March 27, 2007, at Ohio EPA-Lazarus

Attending:

Deborah Bailey, Mark Besel, Mike Bolas, Craig Butler, Ken Dewey, Heidi Griesmer, Mariano Haensel, Dave Hunt, Kelvin Jones, Jessie Keyes, Natalie Oryshkewych, Craig Rehkopf, Don Starr, Pat Tebbe and Donna Waggener. CALMC Trainers and Moderators Jim Cowles and Meredith Porterfield moderated the session. Potential facilitator Beth Hahn, attended in part. (Excused/Absent: Susie Marshall)

Agenda/ Notes re same (Director meeting - item 1 - was early afternoon)

- 1 Met with Director - He is glad we are functioning - His philosophy is "lead, follow or get out of the way." He does not want to meet for the sake of meeting, but invites us to call upon him if needed.
2. Minutes - Reviewed and accepted with minor changes. Discussion to further abbreviate.
3. Subcommittee reports
 - 3a. Career Path; continues to meet; note incentives lacking for personal development such as advanced degrees or professional accreditation. Consider use of intranet to further awareness of and requirements for internal opportunities.
 - 3b. Training; continue to meet, noted refinement of subcommittee purpose - "No consistently applied training curriculum exists to ensure that employees have equal opportunity for professional development" and five agreed upon components/items; [Training committee brainstorming options are attached.]
 - 3c Sick leave; The committee met, developing draft information letters concerning leave use. Included: Annual (or more) article in NewSource or other resource; situation prompt letters, triggering on annual use of 32 hours of sick leave and reaching/approaching only 24 hours available leave.

(Subcommittee work time was both before and after Director's meeting.)

4. Communications - Discussion about placing notes on internet vs intranet of Office of Labor & Safety web page. General positive comments, input invited.
5. Facilitation - Additional CALMC training is ongoing; Statewide agency facilitation pooling considered. OCB is supportive.
6. New Business a) CALMC training discussed for SWDO without SWDO consensus. SWDO staff would be welcome to passively shadow our efforts; b) Poll worker relief/leave - tabled till next session
7. New Business Items (Vol cost savings tabled until August 2007)
- 8 Next agenda:

- 1 Review Minutes
2. Subcommittee reports
 - a. Career Path
 - b. Training
 3. Sick leave [format problem - "3" vs "c" a function of software]
 4. Subcommittee work time
3. Communications - How do we communicate?
4. New Business - a) poll worker relief
5. Future Agenda items
6. Next Agenda

Mark Besel (draft shared 4/11/07; approved 4/17/07; finalized 4/23/07)
accompanying / follows: Training subcommittee brainstorming notes

[w thanks to Heidi]

Brainstorming Options - Labor-Management Committee Training Subcommittee

Specific Training Identified and Offered Resources

- federal sources
- grant resources
- other state agencies
- local/internal resources
- local universities
- private trainers
- professional groups

How to ID training needed

- survey employees
- benchmarking with other agencies that do similar work
- surveying stakeholders
- ID skill sets needed for each position
- performance evaluations important tool - annual (feedback more often as needed)
- identify tools used in each position (i.e., technology, software, hardware, GPS)
- identify division-specific training
- cross-program training in districts
- government accountability
- professional accreditations

Funding Guidelines: How do we define when money can be used and from which sources?

- funding sources
- performance evaluations
- agency dictates per person budget for training
- policy to ID candidate selection process
- CEU funding needs to be consistent
- policy dealing with Agency funds v. personal funds (including WD)

MINUTES

Ohio EPA Labor Management Meeting

[held at OCSEA, Polaris, Wednesday, February 21, 2007, 10:00 a.m.]

Attending:

Deborah Bailey, Mark Besel, Mike Bolas, Craig Butler, Ken Dewey, Heidi Griesmer, Mariano Haensel, Dave Hunt, Kelvin Jones, Craig Rehkopf, Don Starr, Pat Tebbe and Donna Waggener. CALMC Trainers and Moderators Jim Cowles and Meredith Porterfield moderated the session.

Excused/Absent:

Jessie Keyes, Susie Marshall, Barcy McNeal and Natalie Oryshkewych (Mike Bolas joined in progress.)

Agenda

- 1 Review / discuss Minutes
- 2 Subcommittee Reports
- 2a Career Path Subcommittee Report
- 2b Training Subcommittee Report
- 2c Sick Leave Subcommittee Report
- 2d Subcommittee Work Time
- 3 Union Leave Request Log
- 4 Holiday Pay Arbitration
- 5 Agenda for Director's meeting
- 6 Communications
- 7 New Business
- 7a Facilitation
- 8 Future Agenda items
- 8a Voluntary Cost Savings
- 9 Next Agenda

We briefly delayed the start of the meeting owing to the absence of members and the weather, which was extremely foggy throughout much of the state. There was brief discussion concerning short-term facilitator Barcy McNeal, as she was leaving State service. Not all agenda items were discussed in order.

1. The minutes - The January 16, 2007 minutes were reviewed and approved as presented. Deborah offered for consideration the fact that some committees lose vitality by adopting routines; the non-rotation of minute keeping being a consideration. There was little discussion and no one voiced strong views. Mark acknowledged his note taking was voluntary.

2a. Career Path Subcommittee Report - Members worked by way of the GroupWise NetMeeting, allowing shared view and editing. (Mike Bolas is a resource for such matters.) Committee comments include: 'we've identified needs, desires, concerns & fears; need brainstorm solutions next', 'the Agency doe not have rewards / incentives', and, 'there is some prioritization criteria in DHWM & DSW, at least for some positions'.

2b. Training Subcommittee Report - The team had obtained 2 of 4 DEAL projects from Rod Spain. Considerations include formatting a policy, the differentiation and prioritization between Agency required training and employee desired training, how to be equitable among offices and divisions, the concern with integration into divisional budgets (without hamstringing chiefs, etc.), the need to ensure that all get some share of Agency training money.

There was discussion but no consensus or recommendation as to the implementation of new software (i.e., Microsoft), with little or no training. It was noted that four versions are in use, including 2007.

The group noted they planned to ask the individual divisions about training. Members suggested that multiple inquiries might be made by way of varying channels to ensure that responses were complete, including the realities for all staff, not the ideal, available to only some staff.

It was noted that 1.5-2 years ago, the Agency had planned more training via the IT department. Priorities and capabilities have shifted & training via IT has been "back-burnered". The working relationship between the divisional techs & the central techs is improving, but is not nearly "there". The Committee considers itself at the "problem identification" stage.

2c. Sick leave Subcommittee Report; Some internal frustration was expressed. Some non-written input from OCB appears to limit options concerning the efforts to address the 30% (second week) penalty. Don had recently shared OCB data with Donna, but overview statistics were still not available and shared. The group elected to progress with the two other foci of the group: developing some informative or working definitions of "low leave balances" and enhancing Agency communication about it ("low leave") to minimize problems, surprises and discipline, and, lessening "call-offs". (There seems to be general agreement that some portion of "call-offs" are less than legitimate use of sick leave. Also, some of this wording is my after-the-fact summarization and possibly includes our work session dialogue.

There was discussion of triggers for concern. There was discussion as to what was "concern". The sentiments being that awareness of a balance sufficient to meet a disability (80 hours), getting close to progressing to the "penalized leave" (-30% pay) and getting close to 0 leave - grounds for discipline - were legitimate fodder for communication. Was use beyond 40 hours in a year significant? (OCB did not want use of the "second 40" to increase.) It was generally agreed that due to the system we operate within, a zero leave or almost zero leave was not necessarily to be equated with abuse. It is also appreciated that there are "earn & burn" abusers throughout the Agency. Supervisor - subordinate communication and privacy concerning medical issues were noted as important, sometimes competing concerns.

In the work session with input from facilitators Cowles and Porterfield, it was suggested that after we look at the data, we select some triggers and ask the "five whys".

2d. Committee Work Time - (The committees met separately. Each group scheduled additional efforts prior to the next session.)

3 Union Leave Request Log - There was significant and diverse comment with bargaining unit members generally being more vocal. (Jessie was not with us and no OCB update was provided.) A few considerations emerged that were more or less summaries of the new situation. Management expects the "Union Leave Request Logs" to be completed to the satisfaction of the supervisor and to be in harmony with TAS. Bargaining unit staff expressed varying degrees of resentment concerning the use of the category, "leave" for efforts still in the workplace. The Union understands this to be for somewhat specific and discrete efforts, such as scheduled or impromptu meetings, training sessions, grievances, etc. These would be encounters beyond what was normally accepted, "chit-chat in the workplace", such as that discussing topical events, family, sports, etc. Bargaining Unit & OCSEA noted the free flow of stewards to be a work place expectation. Also, the grievance process would be an option, should it be deemed appropriate.

4 Holiday Pay Arbitration - (The concern being loss of holiday pay if sickleave is used prior to or after a holiday.) Don noted that the arbitration information was posted on his web page. It was noted that there was some confusion on the recent Martin Luther King Day holiday. The suggestion was made to provide updated information via an all agency e-mail. Don would check with the Director concerning sending such an e-mail prior to the next holiday, Memorial Day. (There were no instances cited re pay problems on MLK, but the Presidents day holiday pay information had not been processed and there were ongoing issues with OAKS access.)

5 Meeting With Director (at next L/M meeting)- The group discussed how we might best serve the Director, ourselves and the entire Agency as we introduced ourselves at the next session. "Brief and Positive" seemed to emerge as a theme. We did want to introduce ourselves, wear name tags and have our mission statement in a printed format. (Don was coordinating w Heidi re Mission Statement and possibly name tags, too. Don was putting together a brief power point presentation, coordinating with Craig R.) Among the points we did want to state: our rejuvenated/CALMC assisted efforts, the contract noted training and career path considerations as part of L/M, our joint interest in quality. (Draft "agenda for the Director" talking points follow.)

6 Communications - The issue of access of the Agency intranet site for OCSEA staff was raised. It is not possible due to security policy. The thought of a hot link from the Agency to the Ohio EPA portion of the OCSEA web site was also raised, but dismissed due to multiple reasons. (Don Starr noted that his office has a hot link to the main OCSEA web page.)

7 New business,

a. facilitation - We reinforced the need to look for facilitators. Anissa Goodwin and Bruce Wyngaard were noted as possible sources. Linda Oros, too was mentioned. (We previously noted Alauddin Alauddin. I spoke with him, & while he is in the BU, he is interested. There are probably others here, too.)

- 8 **Future agenda items** - voluntary cost savings
- 9 **The draft agenda** for the next meeting, 3/27/07, at EPA-Laz, 10:00, is [other dates set: 4/17/07- Polaris, 5/15/07- EPA-Laz, vs prev. SWDO]; :
 1. Director's Meeting [see #5 above & following]
 2. Review Minutes
 3. Subcommittee reports
 - a. Career Path
 - b. Training
 3. Sick leave
 4. Subcommittee work time
 4. Communications - How should information be communicated?
 5. (Vol cost savings) - August 2007 (I believe we agreed to table till then)
 6. Facilitation
 7. New Business Items
 8. Next agenda

[follows - notes re item 5 - discussion re Director's mtg]

Respectfully Submitted,
Mark Besel (draft shared 3/16/07; reviewed and accepted 3/27/07; finalized 4/10/07.)

“Agenda for Director’s Meeting”

(The ideas shared at 2/21/07 L/M committee; This is my take, allowing for the editing by way of arrows and cross-outs.)

15 - 30 minute meeting

Purpose of mtg:

- Director’s direction, expectations commitment to committee
- Introductions - around the table; name, district or work location
- Name Tags - Don will do name-tags
- Mission of the committee, why we’re here; Don to give ahead of time; Heidi to get poster
- Review of Agency Specific - written format for Don to give
- CALMC Training / facilitation Summary - Don
- Subcommittee Projects - Summary - Written Format - Don & Craig R.
- Availability (& interest ? mb) Of Director to participate in committee meetings - maybe quarterly or periodically - Verbal invitation, provide meeting dates online
Buy-in from committee proposals, procedures for getting items to him from committee - verbal expression needs to be stressed.
- What is his direction, expectations
- Challenging items
- How to handle differences - does he want to know about areas statement (?)
More generalized (statement?)
- Quality initiatives fallen by wayside
- Express verbal interest in quality w/out details; ask where he stands

MINUTES

Ohio EPA Labor Management Meeting

[held at OCSEA, Polaris, January 16, 2007, 10:00 a.m.]

Attending:

Deborah Bailey, Mark Besel, Mike Bolas, Craig Butler, Heidi Griesmer, Mariano Haensel, Dave Hunt, Kelvin Jones, Jessie Keyes, Natalie Oryshkewych, Craig Rehkopf, Don Starr and Pat Tebbe. CALMC Trainers and Moderators Jim Cowles and Meredith Porterfield moderated the session.

Excused/Absent:

Ken Dewey , Susie Marshall, Barcy McNeal and Donna Waggener. (Deborah Bailey joined in progress.)

Agenda

- 1 Review Minutes
- 2 Introduction of new Member
- 3 Subcommittee Reports
- 3a Career Path Subcommittee Report
- 3b Training Subcommittee Report
- 3c Sick Leave Subcommittee Report
- 3d Subcommittee Work Time
- 4 Committee Assessment Results
- 5 LMC Web site development
- 6 Status of Additional facilitation
- 7 New business,
- 7a Holiday Pay - Arbitration
- 7b Union Leave log
- 7c Voluntary cost savings / Introduction to Director
- 7d Internal communications
- 8 Confirm/set next meeting date (2/21/07), location, agenda and lunch options

We briefly delayed the start of the meeting owing to the absence of members. There was brief discussion as to traffic and competing demands, including the implementation of the "OAKS" system. There was some "jumping about" of the items discussed.

1. The minutes - The November 14, 2006 minutes were reviewed and approved with minor tweaks.

2. Introduction(s) - Natalie Oryshkewych, Environmental Manager in DHWM-NEDO, joined the group. Members familiar with Natalie started introductions. Natalie expressed her enthusiasm to participate and provided additional background, including her CALMC training. All self-introduced and welcomed Natalie.

3a. Career Path Subcommittee Report - Members reported that they had limited interaction in the recent months, but recapped that there was agreement that career path was an "all employee" consideration, not on a classification basis. A structure such as that provided by way of the Union Education Trust was possible. (A career counseling type effort is available to OCSEA members.) There was mention of "Auburn Technical School", a Cleveland institution with WFD experience.

3b. Training Subcommittee Report - The team had some difficulties exchanging information including training policies via the Agency e-mail system. Members reported that the basic goal was for all employees to have similar or equitable training opportunities and funding.

3c. Sick leave Subcommittee Report; Committee members collectively reported that there had been discussion with OCB and OCSEA concerning the generation of sick leave comparison data. Some limited data had been developed, but nothing to demonstrate the Agency's relative status among other Agencies or Bargaining Units.

Regardless of what data would show, the group considered there to be three general aspects to the matter:

- Low leave balances; while "low" is not defined, it ultimately becomes a "problem" when an employee gets to or beyond "0" time, due to the initiation of discipline. (There is general agreement that this does not necessarily translate to "bad" employees.)
- Some staff would like a means to offset (while accepting) the 30% penalty. (A means to avoid the penalty, too, remains a part of this effort),
- Unscheduled leave - the surprise "call-offs" is a problem of varying proportions in the Agency.

3d. Committee Work Time - (The committees met separately. Each group scheduled additional efforts prior to the next session.)

4 CALMC Committee Effectiveness Assessment - Jim & Meredith presented the results of our committee's self assessment survey, providing copies of the information to all. The evaluation included 55 items. Committee survey results showed improvement on all items and statistically significant improvement on 38 items. Jim invited any follow-up questions or comments.

(This matter, to further communication beyond "us", the members, is also addressed in New Business and as a homework item - "How should we communicate?")

5 Web site update - Don confirmed that minutes were posted on the Office of Labor & Safety, Labor Relations web site with the help of PIC.

6 Application for additional facilitation; The application to continue facilitation of the effort for five additional, Work Force Development funded sessions had been approved. This was the first of such sessions. There was discussion and general consensus as to the desirability to have additional facilitation options. (There is an apparent short-fall of available, State facilitators.)

7 New business,

a. holiday pay; arbitration decision - Don Star, Agency Labor Relations Officer, shared an excerpt of a January 8, 2007 arbitration decision by Nels Nelson.

There was significant discussion, as the matter had to do with whether or not bargaining unit employees would get holiday pay if sick leave was used the day before or after a holiday. The Agency understood that scheduled sick leave was not the issue, nor subject of the penalty; i.e., no penalty if sick leave was scheduled and approved prior to or after a holiday. Also, unscheduled or "call-off" leave was a non-pay issue if for the complete day prior or post holiday. It was noted that more guidance and discussion would be forthcoming from both OCB and OCSEA. The matter was added as a future agenda item.

b. union leave log form; Don Star, Agency Labor Relations Officer, shared a copy of a "UNION LEAVE REQUEST LOG (for OCSEA stewards and union officials only)". There was discussion and confusion as to what codes had been and remained available in the Agency's time accounting system (TAS). It was noted that there was discussion at OCSEA and OCB. Don noted the Agency would be implementing at this time.

c. voluntary cost savings / Introduction to Director- There was brief discussion as to the need to address voluntary cost savings, but given that Director Korleski would not start until February, it was suggested that the matter would be better addressed in March or April. There was also discussion as to if and how to share the existence and efforts of the committee with the Director. It was generally agreed that the matter would be tabled, but some information might be shared via other channels, e.g., OCSEA & LRO.

d. internal communication - Moderator Jim Cowles led the committee in an exercise of silent idea generation as to "what we should be communicating to our constituents" . The list of ideas follows as "Constituent Communication".

8 The draft agenda for the next meeting, 2/21/07, at Polaris(P), 10:00, is [future dates : 3/27/07-EPA-Laz, 4/17/07- P, 5/15/07-SWDO, subj. to confirm.]

1. Review Minutes
2. Subcommittee reports
 - a. Career Path
 - b. Training
 - c. Sick leave
 - d. Subcommittee work time
3. Union Leave Request Log; Jessie & Don
4. Holiday Pay Arb. (Requested by Mike)
5. Director's meeting Agenda
6. Communications ** Homework - "How should information (etc) be communicated"
7. Minutes - format
8. New Business Itmes
9. future agenda items
 - a. Voluntary cost savings - March or April
 - b. Meeting with new director
 - c. OAKS Codes (Don - I was not sure if this an aside or agenda item)

Respectfully Submitted,
Mark Besel (finalized 3/1/07)

