



Interoffice Memorandum

Date: November 2, 2009

Subject: Labor/Management Team 10/29/09 Meeting Minutes

To: Labor/Management Team

From: Mylynda Shaskus, Ohio EPA, Division of Surface Water

October 29, 2009, Ohio EPA, remote meeting, 9:55AM-11:30AM

Attendees: Deborah Bailey (phone), Mike Bolas (phone, first half), Heidi Griesmer, Julie Methena (phone), Ken Mettler (phone), Craig Rehkopf, Ryan Sarni, Mylynda Shaskus, Dave Sholtis, Don Starr, Donna Waggener, Bryan Zima (guest)

Absent: Craig Butler, Kelvin Jones, Nita Nordstrom, Natalie Oryshkewych, Mike Sherron, facilitator Alauddin Alauddin

Agenda

- 1) Identify Action Items/Decision Recorder
- 2) Review Minutes/Action Items/Agenda
- 3) District-Specific employee support issues
- 4) Employee Support
- 5) Net Meeting/Video Conferencing options
- 6) Workplace mediation subcommittee update
- 7) Subcommittee reports
- 8) Policies update
- 9) Other business
- 10) Set next agenda

- 1) Owing to technical difficulties, the meeting/call commenced at 9:55 AM.
- 2) Minutes from the September meeting were briefly reviewed. Because of the late start, members agreed to review the minutes on their own and get them to Mylynda to finalize the minutes by close of business Thursday, 11/5.
- 3) Donna agreed to record the October action items.
- 4) **Employee Support** update. Bryan Zima, an Ohio EPA attorney, attended the meeting as a guest, to answer questions regarding employee legal support. First, the committee recapped the issue, in three parts:
 - a) What happens if an employee is sued in the line of duty, since the AG represents the state, not the employee?
 - b) If an employee is a witness to a crime, and is subpoenaed in a third party lawsuit, how should they prepare to testify?

- c) When does an employee speak for themselves, versus for the state, when giving testimony?

In answer to (a), an employee is represented by the AG unless that employee committed a crime or acted outside the scope of their duties, in which case they will need to hire their own attorney.

In answer to (b), if an employee gets subpoenaed for a third party lawsuit, the employee should inform Ohio EPA – Legal office, and they will call the AG. If the employee is being subpoenaed as a bystander (e.g., a car accident witness), the employee will not be represented by the AG, although Ohio EPA – Legal can give employees a 15 minute primer on testifying, if the employee would like one. If the employee is being subpoenaed in a private suit (e.g., water discharge onto a property as a civil suit), again, the employee should contact Ohio EPA – Legal office who will in turn contact the AG. They will determine whether a “state interest” is at stake (i.e., more than just what the employee witnessed). If so, the employee will be represented by an AG, otherwise the employee will not be represented. However, the AG has a limited role in this, since they are neither prosecution nor defense.

In answer to (c), whether an employee is speaking for themselves or the state depends upon the question being asked. For example, questions such as “Was there water coming out of the pipe? How much?” are personal representations. If the questions, for example, are “What does Ohio EPA usually do in that situation?”, then the employee is speaking for the Agency. As a specific example, in the case of “What is the definition of waters of the state?” the employee can either answer based on personal expertise, or can defer to the Director or to Legal to provide a definition.

Overall, it is each employee’s duty to ensure they are adequately prepared before a deposition or testimony. Also, employees always have the right to hire their own attorney if they feel it is necessary.

What advice could or should we be giving to new employees regarding this issue? If subpoenaed, call Ohio EPA – Legal or ask your supervisor to talk to Legal on your behalf before taking any action.

Can we add this advice to new employee orientation? Bryan said he can add it. Don said he will follow up with Bryan about adding this to new employee orientation.

- 5) **District Employee Support.** Nita sent an email around on this topic, which the group should review for discussion at the next meeting. No other issues were brought up.

- 6) **Future L/M meetings, Net Meeting.** How do people feel the remote meeting is working out? This item will be added to the agenda to discuss at the Polaris meeting next month, which will be face-to-face.
- 7) **Policies Subcommittee.** A meeting of the policies subcommittee is scheduled for next week.
- 8) **Incentives Subcommittee.** An agenda needs to be developed prior to the next meeting.
- 9) **Contracting Subcommittee.** Some editorial work remains after the last meeting. The subcommittee will meet again prior to our next LMT meeting.
- 10) **Workplace Mediation Subcommittee.** Funding for this year and next is in place. WPM will not charge us anything for using their services. Now we just need to decide what media we want to use to encourage WPM use. The subcommittee will make recommendations and get back to the group.
- 11) **Policies.**
 - a. Don distributed the Pandemic Planning FAQ from the Governor's Office. We have a Continuity of Operations Plan (COOP) web page that mostly relates to the H1N1 virus. Don will send an electronic copy of the PP FAQ to Heidi and Cathryn to post on the COOP web page. Questions that arose included, can an employee be sent home if they are sick? Yes, following the policy for doing so. If an employee is sent home in such a fashion, as opposed to voluntarily going home, they have the possibility of using Administrative leave. What if an employee is sick and has no sick leave? They can use other types of leave, such as vacation. FMLA does not apply to H1N1. What about cost savings day usage? For exempts, yes, because they must use CSDs before other types of leave. For bargaining unit employees, generally no, but the decision can be made on a case-by-case basis per individual supervisors. Thus far, people sent home sick has not occurred within our agency, and it is not expected to become an issue.
 - b. A Notification of Absence link was added to the sick leave policy, which was last updated in 2007.
 - c. The Weather Emergency Policy was updated and renamed the Public Safety Emergency Policy. According to the policy, essential employees **may** have to work, not **must** work as in the old policy. It was pointed out that every winter grievances on weather emergencies are filed because policy is not widely understood or properly interpreted. The Director cannot declare a weather emergency, only the Director of Public Safety for Ohio can do that. Employees can call the Agency hotline to find out when an emergency has been declared. Emergencies can now be declared for select parts of the state only, it used to be only the whole state. It was

noted that the new policy does not state that employees and supervisors will be allowed flexible leave usage for non-declared weather emergencies. Don said he would add that to the policy.

- d. Policy on policies. The ODOT policy was distributed. The group noted it defines terms such as “policy” versus “procedure”. In the ODOT example, divisions need to bring procedures to the Director’s Office to adopt as policy. Only managers can do so, not regular staff. The group agreed to defer to the subcommittee report on this.

The meeting was adjourned at 11:30 AM.

Next Meeting: November 17th, 9:30AM, OSCEA-Polaris

Agenda:

- 1) Identify action item/decision recorder
- 2) Review minutes/action items/agenda
- 3) District-specific employee support issues
- 4) Employee Support
- 5) Net Meeting/Video conferencing options
- 6) Subcommittee Reports
 - a. Workplace mediation
 - b. Policies
 - c. Incentives
 - d. Contracting
- 7) Policies Update
- 8) Other Business
- 9) Set next agenda



Interoffice Memorandum

Date: November 6, 2009

Subject: Labor/Management Team 09/29/09 Meeting Minutes

To: Labor/Management Team

From: Mylynda Shaskus, Ohio EPA, Division of Surface Water

September 29, 2009 OCSEA, Polaris, 9:45AM-12:30PM

Attendees: Deborah Bailey, Mike Bolas (phone), Craig Butler, Heidi Griesmer, Kelvin Jones, Julie Methena, Ken Mettler, Nita Nordstrom, Natalie Oryshkewych (phone), Craig Rehkopf, Ryan Sarni, Mylynda Shaskus, Mike Sherron, Dave Sholtis, Don Starr, Donna Waggener, facilitator Alauddin Alauddin

Agenda

- 1) Identify Action Items/Decision Recorder
 - 2) Review Minutes/Action Items/Agenda
 - 3) Employee Support
 - 4) Net Meeting/Video conferencing options
 - 5) Workplace mediation subcommittee update
 - 6) New Subcommittees reports
 - 7) Policies update
 - 8) Overtime Issues
 - 9) Set next agenda
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- 1) Deborah recapped the action items from the August meeting.
 - a. The word "outside" was stricken from the committee charter regarding facilitators, since Alauddin is an "inside" facilitator.
 - b. People volunteered for subcommittees, others not on a subcommittee need to choose.
 - c. July minutes were finalized.
 - d. Don talked to Nathan Norris in EPA-ITS regarding video conferencing. Parts are on backorder, so it will not be ready in time for the October LMT meeting.
 - e. Don didn't receive any comments from the group on employee legal support issues.
 - f. Everyone reviewed information on workplace mediation.
 - g. The policy subcommittee was supposed to determine contract compliance with computer use policy, but this was not done.
 - 2) The meeting agenda was set. August minutes were reviewed. Ryan will revise them and send out a final version.

- 3) **Employee Support.** Committee members were supposed to get comments to Don by 9/11, but no one commented. People asked if they can have more time to compile comments. Drew Bergman was concerned that employees feel they don't know their legal rights and he would like specific instances. Drew asked the division chiefs if they knew of any instances of this as well. Committee members agreed to get back to Don.
- a. Even if there are no specific examples, shouldn't we address this as a hypothetical situation? What is our line of authority in our duty? Can we put this in new employee orientation? People need to understand the boundaries of their duties. Two points: one, what are our roles and authority in the field (e.g., rights of entry and authority), and two, what are we to do if someone sues us personally? In a lawsuit in NEDO, someone said an inspector exceeded his/her authority and responsibility. Supervisors don't always understand their role in ensuring staff safety and good behavior. Even if health and safety training is taken, supervisors can be liable staff haven't been supervised in the field and get hurt. Staff can sue the agency and the supervisor personally. As an example, for gas station inspections, we don't have a hazard assessment, so what if someone gets hurt? What if the inspector shuts down the business and it is not in our rules, can he/she get sued?
 - b. How can we as a group proceed with this topic? Create a mechanism to inform employees of their rights if they get sued through work – either out of Don's/Drew's office, or orientation, or both. What about some other kind of refresher course? Cross training? For existing employees, they also need some basic legal knowledge. Can people brainstorm and develop a module on this? Who is our agency point person for these legal issues? Don will find out and get back with us. Can we use them to create a legal training module? Training should be given to all staff, not just field staff. People probably will be reluctant to give many specific examples, can we address this another way? Also, employees need to be aware they do not always interpret laws of the state. Employees need adequate legal preparation.
 - c. Employees need to know about legal support available to them. Some options for this are new employee orientation, field training for inspectors, and then all other staff need to be informed as well. How can we address this? Training? An employee Bill of Rights? Do we need to create a committee on what to communicate and how? We should include attorney(s), and determine what questions need answered and how to answer them. Can we survey people on what they know or don't know about the topic? Will people be willing to answer? We also don't want to scare new employees at orientation with the fear of getting sued.

- d. The group agreed to the first step of identifying the point person for employee support legal issues and allowing that person to decide how to proceed. We agreed to invite the person to the LMT meeting for discussion and development of this topic.
- 4) There were some district employee support issues mentioned, from SWDO, but owing to time constraints we agreed to come back to them at the end of the meeting if time permits, or put them on the agenda for the next meeting.
- 5) **Net meeting options.** Video conferencing is not available yet. What do we want to do for the next meeting? Those on the phone said the audio is bad, and it is hard to decipher what is being said. The group agreed to try Webex and a conference call for the October meeting. Some of the group will pilot the technology before the next meeting. The November meeting will be back at Polaris.
- 6) **Workplace mediation subcommittee.** Donna had talked to Karen Haight about workplace mediation. Karen was going to talk to Maggie at Workplace Mediation. Maggie has not gotten back to them yet. Is workplace mediation still funded after the next 9 months? If people can just call Workplace Mediation on their own, how do we keep track of what we owe? Are we getting a credit because of a past big bill or because of our level of usage? The subcommittee will get back to the group after talking to Maggie. People felt we should also ask Maggie how well workplace mediation functions. What are some examples of successful resolutions? Someone mentioned that SERB (State Employee Relations Board), paid for through OCB, may be free if Workplace Mediation falls through?
- 7) **Contracting subcommittee.** Donna sent around some notes to the subcommittee. What contractors did we use last year, and how much did we spend? E-check is the biggest contractor, ~\$12 million of \$19 million. The next biggest were medical monitoring and court reporting. We don't really have much choice about any of these services.
- 8) **Incentives subcommittee.** Kelvin reported on the subcommittee meeting. One of the perceived problems with our current incentive structure is a lack of serious interest in programs like TREE and the Garrett awards. Basically, we do what we can for incentives with no budget.
- 9) **Policy subcommittee.** Mike S. gave the subcommittee update. The subcommittee had discussed how policies are developed and sent to the Director. The group also discussed the vetting procedure for draft policies. Ryan will resend the group the DRC policy procedure, as well as check if ODOT has one. Don will refer to DNR's policy procedure as well.

- 10) **Policy update.** The new travel procedure was sent out by Chris Geyer, along with a training module, via email. The new procedure only applies for people seeking travel reimbursement (i.e., day trips without reimbursement are not affected). The Conduct and Discipline policy was also distributed and finalized.
- 11) **Overtime issues.** When is OT appropriate? For events like public meetings, can supervisors ask employees to flex or take comp time instead? This differs among districts and in central office divisions. Some people are told they can't get paid OT for typical work. Employees must get approval for OT first prior to working it. There are no current grievances filed regarding OT. Certain grants won't allow OT to be paid. If employees know OT will be an issue (e.g., public meetings), they should give 15 days notice to their supervisors to claim OT. Usually supervisors and employees agree and the agency is okay with that mutual agreement. The policy is flexible to accommodate >10 hour days where efficient for both the agency and employee. This is a communication issue, not a policy issue. The Governor said to limit OT as much as possible. Sometimes that can cost more (e.g., driving to a far away site multiple days vs. staying at a hotel an extra day). Whether to take the time as OT or CT is the employee's option. A supervisor cannot require an employee to take CT instead of OT. Don will communicate with the managers as much as possible re: these OT issues.

The meeting was adjourned at 12:30PM.

Next Meeting: October 29th, 9:30AM, Ohio EPA, and remotely

Agenda:

- 1) Identify action item/decision recorder
- 2) Review minutes/action items/agenda
- 3) District-specific employee support issues
- 4) Employee Support
- 5) Net Meeting/Video conferencing options
- 6) Workplace Mediation subcommittee update
- 7) Subcommittee Reports
- 8) Policies Update
- 9) Other Business
- 10) Set next agenda



Interoffice Memorandum

Date: July 15, 2009 (revised 9/17/09)

Subject: Labor/Management Team 07/15/09 Meeting Minutes

To: Labor/Management Team

From: Mylynda Shaskus, Ohio EPA, Division of Surface Water

July 15, 2009 OCSEA, Polaris, 9:40AM-12:30PM

Attendees: Deborah Bailey, Mike Bolas, Heidi Griesmer, Kelvin Jones, Ken Mettler, Nita Nordstrom, Natalie Oryshkewych, Craig Rehkopf, Mylynda Shaskus, Dave Sholtis, Don Starr, facilitator Alauddin Alauddin

Absent: Craig Butler, Julie Methena, Ryan Sarni, Mike Sherron, Donna Waggener

Agenda

- 1) Identify Action Items/Recorder
 - 2) Review Minutes/Action Items/Agenda
 - 3) New Priorities/Upcoming Efforts
 - 4) Employee Support
 - 5) Committees – Training
 - 6) Performance Evaluation Update (w/ Quality Performance Team)
 - 7) Policies Update
 - 8) Other Business – Cost Savings Days and Seniority Credits
 - 9) Set next agenda (at OSCEA)
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- 1) OCSEA is finalizing appointment letters for Mike S., Nita, Julie, Mylynda and Ken, and will be sending them out soon.
 - 2) Minutes from the June meeting were distributed and reviewed. A few minor corrections were made, and the minutes were finalized.
 - 3) The training subcommittee needs to rework the wording of their recommendations before sending them to Rod, Don, Karen H., and the Director. The question was asked, should we send the recommendations to Rod given that he is retiring at the end of July? The group agreed that yes, there is no reason not to send them, and perhaps his successor will use them.
 - 4) Action Items from June:
 - a. Folks at OCB had been concerned about financial incentives. It was reiterated that the incentives being discussed by the group are only nonmonetary.

- b. The District Labor Management committee liaisons provided updates on their interactions with the committees.
- 5) Agenda was confirmed and set.
- 6) **Employee Support** update. It was said that employees feel ill-prepared for situations where they are subpoenaed in civil trials that are work-related but not specifically an Agency trial. For example, would an inspector who gets sued for trespassing get agency legal support? CO employees felt they did not get Agency legal help when sued. Who pays for the attorney? The Attorney General will always protect the Agency, not the individual. So of the half-dozen current cases where it has come up, people have hired private legal representation. Is an issue the committee should explore further? There will always be a conflict of interest between protecting the employee and protecting the agency. Does union legal support cover this? No, it is meant for personal use, such as wills, not for work-related legal issues. There are laws of indemnification. The individual should not get sued for conducting Agency business unless they are negligent. It was mentioned that most of the affected employees are in DSIWM and DHWM. People would feel better if an Agency lawyer could at least notify affected employees to get a personal attorney. We can decide what if anything we want to do with the topic as a committee.
- 7) **Quality Committee.** The union list is complete, and the first meeting will be 8/25. Kelvin Jones will be the union co-chair, and Amanda Quigley will be the management co-chair.
- 8) **Future L/M meetings, Net Meeting.** Should the committee meet remotely sometimes using Web-X? The agency currently does not have video conferencing capabilities. Generally the union prefers face to face meetings because of camaraderie and effectiveness issues. Some would prefer to occasionally meet via conference calls/Web-X. The Agency probably will not meet the August time frame for video conferencing. There is a charge for Web-X and bridge lines to the Agency. People would like to keep video conferencing as an option provided bandwidth issues are resolved. Is it an option for individuals to call in or for the whole group to meet via net meeting? For priority ranking, the group agreed to meet in person, then could try meetings via technical options. Some would prefer to use technology as a last resort for meetings. We should take travel cost savings into account as described in the Governor's executive order. The green aspects of not traveling are also valuable. The L/M committee does meet often relative to other Statewide L/Ms, which meet quarterly. Facilitation is easier face-to-face. Does the group have a proposal on this? Recent video-conferencing attempts have had issues. A proposal was made to try remote meeting for October. The ITS conference room works well for these types of meetings. Will calls work from OCSEA? Yes, if you dial the direct line from the conference room. The October meeting will serve as a pilot to see if the group finds sometimes meeting via technical means acceptable.

- 9) **Workplace Mediation** cost update. There is no cost to the employee, but it does cost the Agency. Over 10 years, the costs have ranged from several thousand dollar credits in '06-'08 to \$61k in '04. The costs are paid 2 years in arrears. How are the costs are calculated? It is based on usage by the Agency. The Agency also gets credited for our employees who facilitate meetings at other agencies. Does the cost outweigh the group consensus to encourage use of the commission? Karen Haight is the liaison to the committee, should we ask her to talk briefly at one of our meetings? Yes. Some of the costs were for training ten years ago, and doesn't account for current usage. The contract is clear, that we should encourage use of workplace mediation, be can we understand it better first? Workplace mediation has a video, website and our own agency facilitators who can help answer any questions. Is the cost was relevant? Money is an issue with the current budget situation. What is the intent of the contract? Workplace mediation is a useful and worthwhile service. The group should draft a memo and send it to employees, and evaluate costs as a separate issue by inviting an OCDR speaker. What was meant by "strongly encourage" its' use as written in the contract. Should we do more than just send out a memo? Possibly outreach at staff meetings? Next meeting, the subcommittee should bring options and/or recommendations for the committee to consider to meet the intent of the clause in the contract.

New Priorities

- 10) The list of new priorities was posted as follows:

Contract Items

- 1) Workplace Mediation subcommittee
- 2) Standing agenda item of Employee Support
- 3) Incentives Long-term subcommittee (includes TWLs)

Non-contract Items

- A) Policy procedure
- B) Career ladder
- C) Contracting
- D) Prepping Staff for Technical Changes

- 11) The group agreed to form two subcommittees to address the contract items, a subcommittee for workplace mediation, and a subcommittee for incentives. How many of the non-contract items can the group reasonably pick up? Two more, then if any of the items roll off as complete we can pick up another one. Each item is not equivalent in terms of how long they will take. The group agreed to the suggestion of picking up two items to start and more as other items are completed.

12) The group to defined, briefly, each item. Those definitions were recorded as:

- a. **Policy procedure.** Recommend to the Director in a document the process that will occur prior to creating or revising policies. Someone asked if this would be Agency-wide. All policies are Agency-wide, there are just different district interpretations of how to implement Agency policies. The group will define the process by which new policies are created and existing policies are revised. It will also define "policy", and will allow bargaining unit members to offer input on new policies.
- b. **Career ladder.** Technical Environmental Specialist series career ladder expansion for the Agency. ITS reclassification issues. Bargaining unit 9, clerical group, to gain education and advance. Grants to fund TWLs. How should the group define this? ESs only or Agency-wide? The group agreed to Agency-wide. Evaluate the use of appropriate classifications for the Agency.
- c. **Contracting.** Develop a consistent procedure to use when contracting, including when evaluating completed contracts for renewal.
- d. **Job Tech Changes.** Draft a memo to recommend strategic planning to include technical job changes.

13) The group conducted two separate weighted voting systems, one to measure preference and one to measure intensity of preference for the four subjects. The results were as follows:

Subject	Preference	Intensity
Policy Procedure	37	30
Career Ladder	30	10
Contracting	30	21
Job Tech Changes	13	5

Based on this voting, the order of work was determined as follows:

- 1) Policy Procedure
- 2) Contracting
- 3) Career Ladder
- 4) Tech Changes

Therefore, work will commence on creating a policy procedure and on contracting issues. Career ladder and then tech changes will be brought in as other items are completed. Owing to time constraints, subcommittee formation will be determined at the next meeting. However, if issues come up,

such as layoffs, or major, sudden technology shifts, we can add those to the agenda as needed.

- 14) The Agency's Workplace Domestic Violence policy was distributed, which mirrors the Governor's policy. The policy addresses domestic violence victims and how they are handled in the workplace.
- 15) There was a Cost Savings Day update. Union and management are working to update the policy. The update should be issued within the next two weeks. Since employees have begun using the days already, an update should be as expedient as possible.

The meeting was adjourned at 12:30PM.

Next Meeting: August 27th, 9:30AM, Ohio EPA

Agenda:

- 1) Identify action item/decision recorder
- 2) Review minutes/action items/agenda
- 3) Committee housekeeping/Ground Rules
- 4) Employee Support
- 5) Net Meeting/Video conferencing options
- 6) Workplace Mediation subcommittee update
- 7) New Priorities Subcommittee Formation
- 8) Performance Evaluation Update (w/ Quality performance team)
- 9) Policies Update
- 10) Cost Savings Days update
- 11) Other Business
- 12) Set next agenda



Interoffice Memorandum

Date: June 24, 2009

Subject: Labor/Management Team 06/24/09 Meeting Minutes

To: Labor/Management Team

From: Mylynda Shaskus, Ohio EPA, Division of Surface Water

June 24, 2009 Ohio EPA, Conference Room C, 9:45AM-12:35PM

Attendees: Mark Besel, Mike Bolas, Craig Butler, Heidi Griesmer, Ken Mettler, Natalie Oryshkewych, Craig Rehkopf, Ryan Sarni, Mylynda Shaskus, Dave Sholtis, Don Starr, Donna Waggener, facilitator Alauddin Alauddin

Absent: Deborah Bailey, Kelvin Jones, Julie Methena, Nita Nordstrom, Mike Sherron

Agenda

- 1) Identify Action Items/Recorder
 - 2) Review Minutes/Action Items/Agenda
 - 3) New Priorities/Upcoming Efforts
 - 4) Committees – Training
 - 5) Performance Evaluation Update (w/ Quality Performance Team)
 - 6) Policies Update
 - 7) Other Business – Cost Savings Days and Seniority Credits
 - 8) Set next agenda (at OSCEA)
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- 1) Mark discussed his resignation as Assembly President. Mike Sherron will be taking over as Assembly President. Mark plans on retiring by Thanksgiving. OCSEA is in some turmoil due to retirements and departures. Mark is not sure how official Labor Management Committee appointments will be handled regarding new members. New appointments will most likely be: Nita Nordstrom from SWDO (Mariano Haensel has left the committee for personal reasons), and Julie Methena from NWDO.
 - 2) Minutes from the May meeting were distributed and reviewed. Don and Mark made some corrections to item 6 regarding Cost Savings Days. People on disability and extended leaves were notified about Cost Savings Days scheduling. Some have submitted their proposed CSDs to management. Others are waiting, owing to the uncertainty of the timing of their return.
 - 3) Ryan said the seniority tribunal heard 15-20 cases and only a handful of those were actually incorrect. Most were issues of confusion regarding what constitutes state service.

- 4) More corrections were suggested for item 10, which Mark will address when he sends out the final May minutes.
- 5) Action Items from May:
 - a. Deborah sent around a copy of the new grievance form.
 - b. The final version of the new bargaining contract is not yet available online.
 - c. Heidi gave the training committee update.
 - d. Ryan said DAS is not ready to receive requests on prior service credits.
 - e. Heidi did not send out updated list of topics for discussion.
- 6) Agenda was confirmed and set.
- 7) The training subcommittee's draft recommendations were distributed. Committee consensus regarding the recommendations was sought. Craig B. asked if it was general enough that someone other than Rod would be able to use it. Heidi said yes, but doesn't know if Rod will be replaced. Mike B. also pointed out that the recommendations may need to be amended pending the outcome of the state's July 1 budget update. Alauddin noted that under the ITS bullet in the recommendation, "Nate" should be clarified with a full name. Alauddin also asked about the training budget, which is integrated into the recommendation. Alauddin also suggested rearranging the structure of the recommendation so that the current system is given first, then the list of recommendations. The committee approved the training recommendation pending the few editing changes discussed. The recommendation should be forwarded to Rod Spain. Heidi was commended for her work on the recommendation.

New Priorities

- 8) Mike B. distributed a list of priorities. It was noted that the committee needs to identify agency-specific agreement action items versus other committee items. Alauddin reminded the committee that we must work on agency-specific agreement items first, then prioritize the remaining items. Mark noted there is a copy of the agency-specific items in the March minutes, and distributed copies to the committee. Items 1 to 4 on Mark's list are the agency-specific contract items. The committee agreed to develop agency-specific contract items first, and then tackle remaining items as practical. Mike's and Mark's lists were reconciled. Item 4 on Mike's list is #1 on Mark's list, and #7 on Mike's list is #3 on Mark's list. The committee agreed that Mike's list is an accurate consolidation of the earlier, larger list from the March meeting.
- 9) Item 4 on Mike's list is done already (training recommendation). Craig R. pointed out that some new required training in the IT reclassification system and other required trainings may require us to reopen the training recommendations in the future.

- 10) The committee agreed to start with items 2, 3, and 4 from Mark's list. Mark distributed a copy of the agency-specific agreement. The committee went over the agreement again to make sure everything is covered in the bullets on Mark's list.
- 11) From the agreement, the "On Call" item was determined to require no further action by the labor/management committee.
- 12) It was determined that for the "Workplace Mediation" item, a subcommittee will draft a memo to send to the Agency regarding usage of the Ohio Commission on Dispute Resolution. OCDR may get overhauled depending on the outcome of the July 1 state budget. The committee agreed that the subcommittee will need to research the costs and alternatives because the cost of using OCDR can be high and there are some free alternatives. Donna, Mark and Dave agreed to form the subcommittee and do some "fact-finding" and report back to the committee as an agenda item for next time.
- 13) Mike B. said the "Performance Evaluation" section of the agency-specific agreement will be dealt with by the quality committee.
- 14) Mike B. suggested that the items under the "Employee Support" section are covered under other topics. Craig B. and Ken said each issue should be called out individually by L/M members as needed. Alauddin suggested that we could leave "Employee Support" as a standing item on the agenda. Craig B. suggested that local L/M committees should get a process or protocol from our L/M committee as to how to identify these employee support items. Dave pointed out that the process works both ways – the statewide L/M committee can send information to or solicit information from the local L/M committees. Three ideas were brought up in relation to the "Employee Support" item: 1) Establish a protocol for support issues handled by local versus statewide L/M committees. 2) Post that protocol to the L/M website, along with the district L/M liaisons. 3) Create "Employee Support" as a standing agenda item for the statewide L/M committee. After some discussion the committee decided that the website was not the way to go because it may discourage people from utilizing the local L/M committees. The committee agreed to try to work out "Employee Support" issues without a written policy, then reevaluate later to see if a written policy is needed. The committee agreed that the local and district people on the statewide L/M committee should act as liaisons with the local L/M committees. Those liaisons are: NEDO – Natalie, SEDO – Ken, SWDO – Nita, NWDO – Julie, CDO – Kelvin. The committee also agreed to add "Employee Support" issues to the agenda as a standing item.
- 15) Ryan said he will talk to some people at OCB to determine the appropriate scope of the "Incentives" item from the agency-specific agreement. Don wanted to make it clear that "incentives" do not include any money paid to individuals.

Dave said the intent of the committee that crafted the agency-specific agreement was that incentives should be non-monetary. **The committee agreed that financial incentives to individuals are not an option under the “Incentives” item.** Although there can be no merit-based financial incentives, there can be other, non-monetary incentives, to be determined by the committee. Alauddin pointed out that there are really two parts to the “Incentives” item – the non-monetary incentives, and grant solicitations to supplement agency functions. Mike suggested a subcommittee be formed to look into the “Incentives” item and report back to the committee. Don agreed that a subcommittee is a good idea for this item. The question was brought up as to whether grant money may lead to TWLs. Donna spoke regarding the unofficial agency policy regarding grants, which is that it is too costly to the agency to administer grants under \$100,000 and that grants should not fund FTEs. Some names were mentioned for the subcommittee, but Heidi suggested we wait until all the discussion items were finished so we could determine which committees we would most like to be a part of or would have the time to commit to. Kelvin and Don were two names suggested as part of the “Incentives” subcommittee, but it was agreed that the subcommittee would not be chosen until the rest of the discussion items were developed.

- 16) From the agency-specific agreement, the committee agreed to the following:
- a. One short-term subcommittee to discuss the items relating to “Workplace Mediation” and OCDR as described in #12 of these minutes;
 - b. One standing agenda item to address the “Employee Support” item of the agreement; and
 - c. One long-term subcommittee to work on the “Incentives” item of the agreement.
- 17) The committee discussed the items that are not specified in the agency-specific agreement. These included the Policy Procedure, the Career Ladder, Contracting, Communication with the Director, Prep Staff for Technical Changes, and L/M Team Dynamics.
- 18) The committee agreed that the Policy Procedure, that is to say a procedure on how policies are created and implemented, is important to work on. A subcommittee should be formed to work on the Policy Procedure. Don indicated he would be willing to participate in the subcommittee.
- 19) The committee agreed that the Career Ladder item should be evaluated through a subcommittee. After some discussion of the scope of this item, the group agreed that the subcommittee’s task would be to evaluate the use of all steps of the Environmental Specialist classification series and describe how reorganization would benefit the agency. Mike B. indicated he would be willing to participate in the subcommittee.

- 20) The committee agreed that the Contracting item should be evaluated through a subcommittee. The task of the subcommittee should be to develop a recommendation on how to determine when contracting is necessary for the agency.
- 21) The committee discussed the Communication with the Director item. After discussing how the Director currently receives from the committee, for example through updates from Don, by reading the minutes on the website, etc., the committee determined no further action was needed on this item.
- 22) The committee agreed that the Prep Staff for Technical Job Changes item should be assigned to a subcommittee. The task of the committee would be to make a recommendation to the Director to reconvene something similar to the former Trends committee, to tackle strategic management issues on an agency-wide level. Both Craig B. and Mike B. indicated they would be willing to participate in the subcommittee.
- 23) The committee discussed L/M Team Dynamics. The committee agreed to put this item on the agenda for the next meeting. This item will be tied into the three new members starting on the committee. Housekeeping issues will be discussed, such as anything relating to attendance, both of committee and non-committee members. Mark will discuss the union membership side of things with Mike S., and Don can get formal clarification on the union members of the committee with Mike S. at the next meeting.

End of New Priorities

- 24) The Performance Evaluation/Quality Performance Team agenda item was discussed. It was determined there is no update.
- 25) Seniority Credits and State Service Time were clarified. Service time counts towards additional vacation time, and includes time spent employed with counties, state universities, etc. Seniority credit must be time spent in the bargaining unit. Mike B. described it as, each employee has 3 clocks: a state service time clock, a PERS clock, and a bargaining unit seniority credit clock. The seniority clock is established as each employee earning one credit per full time pay period (part time employees are pro-rated). Ryan pointed out that the exact details are specified in Article 16 of the union contract. Don wanted to emphasize that **if an employee wants to contest seniority, get a form from Don Starr and fill it out and submit it formally.**

The meeting was adjourned at 12:35PM.

Next Meeting: July 16th, 9:30AM, OCSEA at Polaris

Agenda:

- 1) Identify action item/decision recorder
- 2) Review minutes/action items/agenda
- 3) Committee housekeeping
- 4) Net Meeting/Video conferencing options
- 5) Workplace Mediation subcommittee update
- 6) New Priorities/Upcoming Efforts
- 7) Performance Evaluation Update (w/ Quality performance team)
- 8) Policies Update
- 9) Cost Savings Days update
- 10) Other Business
- 11) Set next agenda



Interoffice Memorandum

Date: May 26, 2009

Subject: Labor/Management Team 04/23/09 Meeting Minutes

To: Labor/Management Team

From: Mylynda Shaskus, Ohio EPA, Division of Surface Water

April 23, 2009 Ohio EPA, Division of Air Pollution Control, Conference Room C,
9:45AM-11:20AM

Attendees: Mark Besel, Mike Bolas, Heidi Griesmer, Kelvin Jones, Ken Mettler, Natalie Oryshkewych, Mylynda Shaskus, Dave Sholtis, Don Starr, Donna Waggener

Absent: Deborah Bailey, Craig Butler, Mariano Haensel, Craig Rehkopf, Ryan Sarni, facilitator Alauddin Alauddin

Agenda

- 1) Identify Action Items/Recorder
- 2) Review Minutes/Action Items
- 3) Contract Update
- 4) Committees – Training
- 5) Shared Services (Ryan Sarni Update)
- 6) ART (Mike Bolas Update)
- 7) New Priorities/Upcoming Efforts
- 8) Policies Update
- 9) Other Business
- 10) Set next agenda (at OSCEA)

- 1) Mylynda agreed to record the minutes and Mark agreed to record the action items.
- 2) Mark added Policies Update to agenda.
- 3) Training committee, shared services, and new priorities updates were scuttled from the agenda owing to several team members being absent.
- 4) **Action items from the March meeting** were reviewed. All were said to be complete except for the Quality Performance Team list of members. Don said management's list was complete, and included Amanda Quigley, Joe Anderson, Cindy DeWulf. Kelvin said he sent labor's list to Deborah but there were some issues that came up with the list, and he'd get back to Deborah/Don on it.

- 5) **Contract updates** were given. Training on the contract from OCB will be held at 1PM on 4/23, plus others at a later time. Don, Mark, and others will be attending this training, with others such as Kelvin to attend at a later date. Those who attend the training will update the L/M team at the next meeting.
- 6) **Cost savings days** update was given. All of the details surrounding cost-savings days are subject to change pending new information from OCB, DAS, the Director's office, etc.
- a) By July 1 (sometime in June), employees should have provided their managers with "wish lists" in regard to when they want their days scheduled.
 - b) Wish lists will be generated based on seniority credits. Once the "wish lists" are scheduled, changes can be made either based on operational needs or with mutual agreement between the employee and their manager. The main issue is making sure all 10 days are used by all employees by June 30, 2010, while maintaining staffing for operational needs.
 - c) Don said there may be few if any "blackout days", based on operational needs. Blackout days will be scheduled on a work-unit specific basis if needed, since cost-savings days will also be scheduled on a work-unit basis. What may happen is that the number of people off in a work-unit may be limited depending on operational need. The definition of a work-unit was discussed, and is flexible depending on how chiefs perceive their operational needs.
 - d) There were some questions about coding cost savings days. Don said it will work like any other leave code in TAS and shouldn't be a big deal.
 - e) Cost-savings days will be pro-rated for new employees. If an employee uses cost savings days and leaves, any "excess" days used will need to be paid back. It was not clear how situations where an employee moves from one work-unit to another will be handled in regard to scheduling cost-savings days.
 - f) There were some seemingly disparate or unresolved details about the days so far, such as whether blackout days apply to vacation leave as well as cost savings days, whether cost savings days would "trump" vacation day requests, and whether

the days must be taken in 8 hour blocks or as 1 hour increments.

- g) After the 4/23 training, Don will provide managers with training on the cost-savings days, including issues like canvassing employees for scheduling the days.
- 7) **Policy updates** were given, including flex time, car accident, and internet policies.
- a) The current **flex time policy** is the same as it has been for years. The main question was regarding the “30% rule” and its origins. The origin is the Director’s office, from many years ago (pre-Don), based on what was implied by the Governor’s office at that time regarding coverage. It was originally implemented by institutional agencies, but now other agencies use it as well in addition to EPA, including BWC and others. The chiefs can determine what coverage needs are on any particular day, such as the day after Thanksgiving, and require more coverage, or get less coverage with the Director’s approval. The Director may send out some information on this issue in the future.
 - b) The current **car accident policy** dictates that an employee cannot violate any laws in/with a state vehicle, an employee must pay any tickets they get in a state vehicle, an accident may qualify as “destruction of state property”, and if there is an accident, an employee’s supervisor must interview them afterward. An employee can be disciplined if they get a ticket or in an accident. Discipline is discretionary in the event of an accident, the main guideline being whether the employee is cited or considered at-fault. An employee should notify their supervisor and Mike Case if they get a ticket. Tickets and accidents are currently not tracked by our agency. DAS receives copies of accident reports, but the tracking status of those is unknown. Any disciplinary action gets routed to Don and Kelvin. Beth Wolf only finds out if there is an injury.
 - c) The **internet policy** is being modified on a pilot basis in NWDO. NWDO was having problems with bandwidth, therefore software was brought in to monitor how bandwidth was being used, as a cost-savings measure since another T1 line would be costly. The software identifies sites labeled inappropriate, records the sites, and blocks them. It records the data but individuals are not sorted out. There are some gray areas where generally the sites are not work related but could be, such as Facebook or banking sites. Some of those may be blocked, but if an

employee requires access to them for work they can request the site be unblocked through ITS. It is unclear how this software will apply to things like lunch-hour web surfing, but if a site is blocked it will not be able to be viewed at any time while at work.

- 8) Mike gave an update on the **Agency Review Team (ART)**. The team was chartered as part of the Governor's efficiency improvement process. The purpose is as a quality assessment tool for state government. Members of the team include Laura Powell, Jackie Barr, Stivo DiFranco, Keith Imes, Heather Lauer, and others. They meet about once a month for 2-3 hours. Their purpose is to find ways of implementing efficiency suggestions given at the efficiency.ohio.gov website, where anyone can make suggestions. They review the suggestions and apply a matrix to determine if the ideas meet the implementation criteria. Things such as structure issues are not considered (e.g., merge DHWM and DERR). Any issues that are not within agency control go to the statewide committee. There have been about 90 ideas evaluated since the website was implemented, about 6 to 8 a month. The website has a tracking system so people can see where their suggestions are in the process. The ART team is also part of the Joint Cost Savings Committee, which is assessing processes and proposing changes. That committee's recommendations are due to the Director by mid-May. Examples of some of the proposals include things like light bulb usage and voluntary cost savings days.
- 9) Though the team decided to skip the review topics until more of the team is present, Mark suggested that we consider forming subcommittees for some of the topics that would include people outside of the LMT.
- 10) Don gave the team an update on **Voluntary Cost Savings** days. These would be days where the employees would volunteer to not get paid in exchange for time off without leave. Director's office management is generally in favor of VCS, as it would benefit both employees and the agency. However, because of the Involuntary cost savings days (i.e., furlough days) that need to be implemented for the next two years, the Director decided that now is not a good time to also initiate a VCS program for the agency. It will be discussed again in the future.
- 11) The bill for exempt employees is still not settled. It will be settled when the state budget is passed, hopefully some time in the near future.
- 12) A **Part-time update** was given. Four part-time employees elected to go full-time before the new contract was implemented. The rest became permanent part-time. From now on, there are generally no more part-time positions unless they are posted as such. Conversely, anyone who is

part-time must apply for a posted full-time position in order to become full-time.

13) The contract printing should be done sometime in August. An annotated copy is or will soon be available on OCB's and/or OCSEA's websites.

14) No action items were identified from the meeting.

15) The agenda for the next meeting, to be held on 5/26 at OCSEA, was set as follows:

- 1) Identify Action Items/Recorder
- 2) Review Minutes
- 3) Contract Update
- 4) Committees – Training
- 5) Shared Services (Ryan Sarni Update)
- 6) Cost Savings Update
- 7) Performance Evaluation Update
- 8) Policies Update (Disciplinary Grid)
- 9) New Priorities/Upcoming Efforts
- 10) Other Business
- 11) Set next agenda

MINUTES - Ohio EPA Labor Management Meeting
Tuesday, February 24, 2009, 9:30 AM, at Ohio EPA (Lazarus)

Attending:

Deborah Bailey*, Mark Besel, Mike Bolas, Craig Butler, Heidi Griesmer, Mariano Haensel, Natalie Oryshkewych, Craig Rehkoph, Mylynda Shaskus, Don Starr, Donna Waggener and facilitator, Alauddin Alauddin. Excused / Absent: Kelvin Jones, Ken Mettler, Ryan Sarni, and Dave Sholtis*. (*Dave is a new management member. Deborah arrived late and left early, apologizing and noting she was ill.)

The agenda, provided in draft by Alauddin, was tweaked and adopted as follows:

- 1 Identify Action Items / Recorder
- 2 Review Minutes/Action Items
- 3 Contract Update
- 4 PT Update
- 5 IT Update / Reclassifications
- 6 Policies Update (Bereavement / DHWM 2/18/09)
- 7 Schedule 2009 meetings
- 8 IBB - (Interest Based Bargaining) Update
- 9 Management (& exempt) / BU ratios
- 10 Steward List
- 11 Review & Prioritize L/M topics
- 12 Set next agenda (at OCSEA)

- 1 Mike Bolas agreed to recap action items; did so, see 2/27/09 e-mail.
- 2 The October 22, 2008 **minutes** were reviewed and **approved**. The Prior action items were not readily available nor specifically reviewed.
- 3 **Contract Update** - There was some discussion of preliminary, leaked & unofficial information about the still pending contract, including "VCS".
- 4 **PT Update** - It became apparent at agency-specific contract discussions that an Agency option to allow employee initiated, part-time arrangements had grown to more than 25, agency-wide. OCSEA requested that the practice be stopped. The Agency is doing so, providing affected individuals the opportunity to return to full-time or transition to full-time permanent. These changes are expected to be completed in the coming month or so.
- 5 **IT Update / Reclassification** - it is underway & new classifications have been developed & on DAS web. Intent being to reduce (from 32 to 18) and "genericize" positions, both labor & management. Pilot effort to be at ODJFS. Some to have qualifying criteria/requirements. If so, existing staff expected to have window of time to meet criteria. Much yet to be developed.
- 6 **Polices Update - Bereavement** policy updated; changes to clarify "3 days", to reflect OCB efforts statewide. Bargaining Unit being three "normally scheduled" days, management limited to 3 x 8 hours. (The proposal had been shared with the Bargaining Unit. No comments were known to have been made.)
DHWM policy re. comp-time or overtime for mandatory vs. discretionary training, effective 2/18/09, also shared. It appeared to clarify or flesh-out matters not addressed by way of Agency policies. Minimal discussion; a few voiced, "helpful", "nice job", etc.

7 The following **2009 schedule** was developed, sharing various conflict days:

March; Wed. 3/18/-9, OCSEA/Polaris	August ; Thurs., 8/27/09, Ohio EPA/ Lazarus
April; Thurs., 4/23/09, Ohio EPA/ Lazarus	September; Tues., 9/29/09, OCSEA/Polaris
May; Tues., 5/26/09, OCSEA/Polaris	October; Thurs., 10/29/09, Ohio EPA/ Lazarus
June; Wed., 6/24/09, Ohio EPA/ Lazarus	November; Tues., 11/17/09, OCSEA/Polaris
July; Thurs., 7/16/09, OCSEA/Polaris	December - no meeting scheduled

8 **IBB update** - Agency-specific bargaining members updated all as to facilitated efforts, resulting in proposed, updated and expanded appendix to the Contract. Additional reinforcement of training & development and employee support. On call, mediation program and performance evaluations included. Team presented the proposal to Labor and Management at OCSEA. It is expected in the pending contract.

9 **Management (& exempt) / BU (bargaining unit) ratios**; Don shared a central office ratio of 187 to 438 (exempt:BU). There was some “what’s the point?” discussion, leading to a recap of employee expressed unease due to the economy, gossip about requested give backs, and a variety of employee concerns. The BU brought copies of the Governor’s Chief of Staff’s 2/13/09 memo to cabinet directors concerning “Opportunities for Meaningful Change”. Don noted the Director’s thoughts to pursue such matters by way of the “ART” team. Labor noted OCSEA, too, was included in dialogue at the Governor’s level with requested feed-back. Craig B. & Donna both provided insight as to the Agency’s situation, including retirees and non-hires, both beyond Agency control. Several noted the significant number of employees now or soon eligible to retire. (Craig B. noted education of relevant program chiefs, part of his job.) There was no specific resolution, but an apparent shared consideration that to be continued.

10 **Steward List**; Don repeated a request for stewards list. After brief discussion and caveats re training, Chapter appointments, etc., Mark promised a list later that week.

11 **Review & Prioritize** L/M topics; Members discussed the previously developed lists of potential efforts and assigned review as homework. (A copy is with the October minutes, shared 3/12/09.) There was also discussion of the “IBB mandates” - the agency specific efforts, much of which falls to L/M. This too, to be reviewed. There was discussion as to a “guest protocol”. [While recapped in the action items, the matter is not completely resolved.] There was general agreement that our context need be appreciated and that guests for a purpose, such as the web page update last Fall, are appropriate for such purposes.

12 Set **next agenda** (at OCSEA 3/18); 1, action items; 2, review minutes & action items; 3, contract update; 4, policies update; 5, Gov’s cost saving req.; 6, IBB; 7, upcoming efforts; and 8, nxt agenda.

MINUTES - condensed; Ohio EPA L/M Mtg - OhioEPA, Tues., 2/24/09, 9:30.

Attending:

Deborah Bailey*, Mark Besel, Mike Bolas, Craig Butler, Heidi Griesmer, Mariano Haensel, Natalie Oryshkewych, Craig Rehkoph, Mylynda Shaskus, Don Starr, Donna Waggener and facilitator, Alauddin Alauddin. Excused / Absent: Kelvin Jones, Ken Mettler, Ryan Sarni, and Dave Sholtis*. (*Dave is a new management member. Deborah arrived late and left early, apologizing and noting she was ill.)

Agenda (Provided by Alauddin and as tweaked:)

- | | |
|--|-----------------------------|
| 1 ID Action items / Recorder | 7 Schedule '09 |
| 2 Review Minutes/ Action Items/ Agenda | 8 IBB |
| 3 Contract Update | 9 Mgt/Exempt Ratios |
| 4 PT Update | 10 Stewards List |
| 5 IT Updates/ Reclassification | 11 Review/Prioritize topics |
| 6 Policies update - Bereavement | 12 Next Agenda |

- 1 M. Bolas agreed note/share action items (see his 2/27/09 e-mail)
- 2 Minutes reviewed and approved; action items not readily available.
- 3 Contract - brief discussion of gossip, including VCS (Vol Cost savings.)
- 4 PT Update; efforts considered at odds with collective bargaining had grown over last 8+ years; magnitude discovered at IBB. To be stopped.
- 5 IT Update / Reclassification; OCSEA/OCB efforts to modernize and simplify IT positions is in progress. New Pds on DAS web site. (32 to be reduced to 18, including both management & BU. Plot at ODJFS.
- 6 Policies; Agency Bereavement and DHWM OT/CT related to training shared. Minimal discussion. No BU comments re Bereavement.
- 7 The following 2009 schedule was developed, sharing various conflict days:

March; Wed. 3/18/-9, OCSEA/Polaris	August ; Thurs., 8/27/09, Ohio EPA/ Lazarus
April; Thurs., 4/23/09, Ohio EPA/ Lazarus	September; Tues., 9/29/09, OCSEA/Polaris
May; Tues., 5/26/09, OCSEA/Polaris	October; Thurs., 10/29/09, Ohio EPA/ Lazarus
June; Wed., 6/24/09, Ohio EPA/ Lazarus	November; Tues., 11/17/09, OCSEA/Polaris
July; Thurs., 7/16/09, OCSEA/Polaris	December - no meeting scheduled

- 8 IBB update - members updated L/M as to agency-specific discussions related to the Contract, including emphasis on training, development, employee support, on-call, quality and performance evaluations. State mediation program also reinforced. Presented at and endorsed by "big table", (so to be in the contract).
 - 9 Management /bargaining unit ratio; (Union had requested); provided to be 187 to 438 (Lazarus?). Discussion evolved to a recap of employee expressed unease as to the next contract and employment uncertainty. Governor's 2/13 memo re "Opportunities for Meaningful Change" shared. Hiring & retiring limitations and possibilities and prognosis for significant Agency changes discussed. No resolution, to be continued.
 - 10 Stewards list; Mark to provide State-wide, w caveats, yet this week.
 - 11 Review & prioritize efforts; prior lists, IBB and governor's invitation all pending; as homework, each to review and to continue discussion 3/18 (at OCSEA). Discussion re members, guests, visitors and expansion of efforts via sub committees w additional effort from others, i.e, beyond this group.
 - 12 Next agenda (this an estimate, not sure we developed one:)
- | | |
|--|--------------------------------|
| 1 ID Action items / Recorder | 5 Governor's Request |
| 2 Review Minutes/ Action Items/ Agenda | 6 IBB |
| 3 Contract Update | 7 Next efforts (also in 5 & 6) |
| 4 Policies update | 8 Next Agenda |

Minutes: by MBesel; shared draft, 3/15/09; accepted 3/18/09; shared final 3/30/09

