



Interoffice Memorandum

Date: May 13, 2013

Subject: Labor/Management Team 3/20/13 Meeting Minutes

To: Labor/Management Team

From: Maria Lucente, Ohio EPA, DDAGW

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

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

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

Agenda

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

- 1) **Action Items** to be recorded by Mike S. **Minutes** taken by Maria L.
- 2) **Roll call** was taken. The **minutes** from the December 11, 2012 meeting were reviewed. One change suggestion regarding Item 5, Bargaining Unit Work, second sentence – Add “It was discussed that” to beginning of sentence. Minutes approved with change. The **agenda** for the meeting was reviewed.
- 3) **CALMC Training Summary**. Nominal Group Technique. Review of committee ground rules and additions suggested during CALMC training. Four Ground Rules added to Ground Rules list distributed at meeting. No. 12 should state meeting minutes will be kept on website. No. 13 should state we will use a mutually agreed upon facilitator. Add No. 15, Distribute action items within three days of meeting date. Add No. 16, meet regularly or as requested. Add No. 17, Subcommittees may use these ground rules or develop their own. Add No. 18, Set deadlines for each project and meet them. Heidi will update ground rules on website.
- 4) **Government Sequester** – What impact will it have on agency and employees? Largest impact is on revolving loan fund. Affect surface water grant and RCRA grant. Divisions are making plans. Affects Division’s ability to loan money. This fiscal year is spent, may be more of an impact text year. Amounts are such that monies can be moved around if needed. Fairly minor, divisions have other funding sources they can use. Right now ok. If lingers may be an issue.
- 5) **Bargaining Unit Work** – A lot of retirements. What is happening with Bargaining Unit positions on the T.O. and are they dropping off? Is bargaining unit work staying with bargaining unit employees and duties not being taken over by supervisor? Theresa will get current T.O. and list of number of vacancies from Karen.

Discussion moved into ITS issues.

- 1- ITS spending and hiring contractors was discussed. Contractors hired for project work instead of tasks and contractors are managing the projects. Discussed how this may impact monies available for other efforts from the Agency. Will talk about this issue at next IT subcommittee meeting.
- 2- Retired person is coming back as a contractor and must not take on prior duties of the bargaining unit position.
- 3- Contracting in general – has it increased? State OIT is interested in absorbing all IT services and centralizing IT services.
- 4- Discussed Project List, or what is being worked on in Agency and those IT projects which are federally funded. Opinion expressed that when contracts expire, why not hire contractors as temporary employees? Union will request Project List for IT subcommittee discussion.

- 5- Opinions were expressed that agency employees be given the training to do the work contractors are being hired to do. Need long range plan of what skill sets are and train staff.
- 6) **Variability of job interviews within EPA.** Put on hold until Karen is present and can address this issue.
- 7) **Other Business.**
 - a. **Role clarification.** Not discussed.
 - b. **Re-establish Ground Rules.** See 3. CALMAC training.
 - c. **Subcommittee Review** and Time Commitment. Work Priorities.
 - e. **Training Recommendations.**
 - h. **Topic for Subcommittees.**

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

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

- 1- How do we align our goals with Director's goals?. Efficiency List was brought up as a possible method; however upon further discussion this idea was not favored. Those tasks on the list that could go forward already are in motion or completed.
- 2- Wellness Program was brought up as a topic. Have a wellness committee and incentives. Weight watchers at work, or yoga were mentioned. Have an LPN/ on staff nurse to do wellness checks. Preventative maintenance checks, blood pressure checks, give flu shots, check out sore throat or if employee gets sick at work. Central Office gets health assessment day, but Districts generally do not have access to wellness fairs/screenings. The LPN could do this. Bring in fitness equipment. A waiver program would be needed. Our group could come up with package of information and waivers needed in order to implement certain aspects of a wellness program.
- 3- Training was brought up as a topic.
 - A- DAS has some training for managers. What type of training do new supervisors receive? Teach supervisors about contract, disciplinary procedures, corrective counseling, timecards, etc.
 - B- Mentorship program and carrying knowledge forward were two subtopics of training which were brought up.
 - C- Identify skills, knowledge, and abilities need to know in certain amount of time. Develop a Professional Development Plan. What employee needs to know to get off probation. Basic amount of information about other programs as well (i.e., PIC, fiscal, etc.). Policies and procedures of Agency.
 - D- Group decided okay to take "training" topic forward. We will do brainstorming sessions, decide where we think it should

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

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

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

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

8) **Subcommittees reports.** Not discussed

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

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

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

Meeting Adjourn 12:45PM

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

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



Interoffice Memorandum

Date: September 18, 2013

Subject: Labor/Management Team 6/26/13 Meeting Minutes

To: Labor/Management Team

From: Heidi Griesmer, Ohio EPA, PIC

Attendees: Cathy Altman, Ralph Baker, Deborah Bailey, Mike Bolas, Heidi Griesmer, Karen Haight, Theresa Long, Jim Sferra, Mike Sherron, Pete Whitehouse, facilitator (sub, Mike Bolas)

Absent: Maria Lucente, Natalie Oryshkewych, Victor Dandridge, Donna Waggener

Agenda

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

1. **Action Items** to be recorded by Deborah B. **Minutes** taken by Heidi G.

2. **Roll call** was taken. The **minutes** from the March 20, 2013 meeting were reviewed and approved.
3. **CALMC Training**. Heidi will update ground rules on website.
4. **Bargaining Unit Work** – We need to look at TOs for divisions.
 - a. DEFA has the most vacancies, but they are hiring bargaining unit positions, not management
 - b. DSW is hiring bargaining unit positions, not management
 - c. Most positions throughout Agency that are being filled are bargaining unit positions, not management
 - d. Union is not concerned right now; may need to revisit this in the future
5. **Variability of job interviews within EPA**. Are interviews “open book” or not? Typically, interviews are not open book throughout the Agency. There were instances in one district where applicants were allowed to consult books during an interview. It was noted that we need to establish a protocol. In NEDO, they decided no materials will be allowed to create a fair playing field. OES can add a note when they send resumes/applications that the interviewer should let all applicants know if they can bring reference materials or not. Should it be consistent throughout the Agency? This should be brought up in joint chiefs. Is this a global issue? Applicants cannot bring reference materials unless approved by OES.
6. **Training**
 - a. OES is putting together conduct/discipline training plan for managers on employee processes – hiring, FMLA, reviews, etc. Can OES share its outline so members can raise any concerns they have before OES does its road show? Specifically concerning talking about FMLA & boundaries – what you can/can’t ask about. Is OES looking at competencies for supervisors/training? No. It will cover contract training: how do you go through discipline; how do you coach without jumping to discipline; process manual for day-to-day management; goal setting.
 - b. DAS Enterprise Learning Management System will be added through OAKS. Ohio EPA can add training to this site.
 - c. What training does a new supervisor need? Should we create an Agency recommendation? IDed barriers – cost, time, attitude, awareness, approval. There are creative ways to train people, such as mentoring. Today’s outcome? Propose recommendation for training that new managers should take. Mike S. will draft a recommendation. It will ID available training topics, topics OES will cover in its training, and topics for which we don’t know of available training.
7. **Other Business**.

- a. **Role clarification.** Not discussed.
 - b. **Re-establish Ground Rules.** See 3. CALMC training.
 - c. **Subcommittee Review** and Time Commitment. Work Priorities. Not discussed.
 - e. **Topic for Subcommittees.** Not discussed.
8. **Subcommittees reports.** Not discussed
9. **Policies Update.** No policies have been updated.
10. **District specific employee support issues.** No items discussed.
11. **Next meeting's agenda** was discussed. Carry forward topics that were tabled or need further discussion. Bring ideas for training needs.

Meeting Adjourn 12:45PM

Next Meeting: September 24, 2013, 9:30AM, OCSEA Polaris

Agenda: See June 26, 2013 meeting agenda as reference.



Interoffice Memorandum

Date: October 25, 2013

Subject: Labor/Management Team 10/10/13 Meeting Minutes

To: Labor/Management Team

From: Cathy Altman, DMWM, SWDO

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

Absent: Deborah Bailey, Victor Dandridge, Jim Sferra

Agenda

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

1. **Action Items** to be recorded by Mike S. **Minutes** taken by Cathy A.

2. **Roll call** was taken. The **minutes** from the June 26, 2013 meeting were reviewed and approved.

3. **District Specific Employee Support Issues** – None brought forward.
4. **Bargaining Unit Work** – Karen requested an updated Stewards' list. SWDO currently does not have any Stewards.

TOs (Table of Organization) are on the intranet and are being updated to be more accurate (may take a few months). Positions don't "fall off" the TO if not filled, the position has to be manually removed. Divisions are deciding which positions will be filled. Positions can still be created as long as it is below the agency ceiling.

Karen will check with OCB on whether Victor Dandridge is still their representative on the Committee.

The OES training for covering the contract (FMLA, hiring, benefits. . .) won't happen this fall in the Districts. It will be postponed until sometime next year.

We had a discussion on what is Bargaining Unit Work, who is doing the work and how do we ensure it is aligned with the contract. The Bargaining Unit is concerned about potential contract violations and erosion of the Bargaining Unit. The BU is unsure of how the class series relate to position descriptions. There is a concern of Supervisors doing BU work and whether this is a legitimate use of Supervisors' time.

There are situations when Supervisors go in the field for oversight purposes. Each situation is different. OES can't monitor each Supervisor. Karen suggested a grievance could be filed if the BU believes a Supervisor is doing BU work.

The BU feels ES3s are not being used to their fullest potential as defined by the class series and PD. If this is occurring, we should make improvements to more efficiently meet the Agency's needs.

Management has a concern that ES3s may not be comfortable conducting certain activities that may be viewed as "evaluating" an employee.

The BU will provide an explanation on the Union's interpretation on ES3s' capabilities. The interpretation should include an explanation of what "assigning work" means. Karen will take that information to OCB for their interpretation. We will discuss at the next meeting. We may have a representative from OCB and the Union at a future meeting to discuss class specs and PDs.

5. **Variability of job interviews within EPA** – no other issues.
6. **Training** – The training position will not be posted. The Agency does not have a specific training fund; each Division has its own funding. The Enterprise

Management Learning System will cover some of the required trainings – ethics, workplace violence. DAS is restructuring their training opportunities. Karen has talked with DAS about opening up the Supervisor/Manager trainings to BU staff. There are no specific training requirements for Management.

A Subcommittee (Theresa, Karen, Maria, Natalie) was formed to research what types of trainings are available through the Agency, State, and outside groups. The Subcommittee will create a list of trainings. The list should include cost and no cost trainings. The Subcommittee will share the list with the Statewide L/M Committee. Each member will identify what trainings they feel should be mandatory. We will review the training list at the next meeting.

7. Other Business.

- a. **Role clarification** - not discussed
- b. **Re-establish Ground Rules** - no issues
- c. **Subcommittee Review and Time Commitment. Work Priorities** - not discussed
- d. **Status of Filling Positions (LRO, Safety Officer, Training Officer, Ombudsman)** – John Vlasko is the new Safety Manager. Earnika Pitts in her new management role will be reviewing disciplinary actions. Karen will do grievances.
- e. **Training Recommendations (Management Introductory Training, DAS, OCSEA contract, Labor-Management with CALMC)** – see #6
- f. **Voluntary Cost Savings Option** – the Director is not interested in this issue, but L/M can continue to discuss it if we'd like.
- g. **Briefings to the Director** – have not yet had a need to provide a briefing.
- h. **Topics for Subcommittees** – not discussed

8. **Policies Update** – no new policies. The Union Leave policy is being revised and should be done around November 1st. OCB wants to simplify time coding, other than that OES doesn't anticipate any major changes.

9. **Subcommittees** – no discussion other than Training Subcommittee (see #6).

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

11. **Next meeting's agenda** was discussed. Carry forward topics that were tabled or need further discussion (ES3s role, Training list).

Meeting Adjourn 11:45PM

Next Meeting: December 17, 2013, 9:30AM, OCSEA Polaris

Agenda: See October 10, 2013 meeting agenda as reference.