



Interoffice Memorandum

Date: May 1, 2014

Subject: Amended approved Labor & Management Team **2/4/14** Meeting Minutes

To: Labor/Management Team

From: Maria Lucente, DDAGW, CO

Attendees: Cathy Altman, Ralph Baker, Mike Bolas, Heidi Griesmer, Karen Haight, Theresa Long, Maria Lucente, Natalie Oryshkewych, Mike Sherron, Jim Sferra, Deborah Bailey, facilitator (sub, Mike Bolas). Meeting took place via conference call.

Absent: Pete Whitehouse, Donna Waggener, Victor Dandridge

Agenda

- 1) Identify Action Items/Decision Recorder
- 2) Review Minutes/Action Items/Agenda
- 3) District-specific employee support issues
- 4) Bargaining Unit Work:
 - a. LEAN Ohio
 - b. OCB's participation
 - c. OES needs steward list
 - d. EE2 Proposed classification changes
- 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. Training discussion on Districts CALMC
 - c. Briefings to the Director – Joint effort to identify mutual issues. Submit quarterly progress report on committee's functions, mission, goals, etc.
- 8) Policies Update
- 9) Subcommittee
 - a. Training availability throughout the Agency and State
- 10) Set next agenda

1. **Action Items** to be recorded by Deborah B. **Minutes** taken by Maria L.
2. **Roll call** was taken. The **minutes** from the October 10, 2013 meeting were reviewed and approved.
3. **District Specific Employee Support Issues** – SEDO brought up lean staffing of OA3s which has been problematic. Becomes a scheduling issue if one is out and makes it difficult to take time off and provide coverage. An OA2 receptionist position was eliminated. Decided to take to local L&M for discussion. Question

asked what support can be provided to help with scheduling conflicts/coverage?
A temp could be called in to assist.

4. **Bargaining Unit Work –**

- a. LEAN Ohio- Quality initiative. Based on Six Sigma business philosophy to improve efficiency. Suggested we can create a committee for the agency. Question asked if any quality-based programs were in effect now at the Agency? Assistant Director attended statewide meeting on LEAN Ohio. Karen will let Director know union is interested in a partnership. Committee is to check out online information kit on website at LEAN.ohio.org.
- b. OCB involvement –Karen volunteered to check into whom our contact is and how OCB would like to be involved. Thought is OCB will be involved on an as needed basis.
- c. Karen requested an updated Stewards' list. SWDO currently does not have any Stewards. Theresa volunteered to assemble and email list of stewards. Website needs updated.
- d. EE2 Proposed classification change – Union reviewed draft proposal and spoke to EE2s affected. Gathered comments. Met with OCSEA classification specialist/looked at other agencies. Union put together a proposal based on ideas to address the apparent need. Sandi Friel, guest, also spoke on the proposal. Union will put proposal in writing and send it to Karen Haight for consideration with management.

5. **Variability of job interviews within EPA – no other issues. Closed.**

6. **Training –**

A Subcommittee (Theresa, Karen, Maria, Natalie) was formed to research what types of trainings that are available through the Agency, State, and outside groups. The Subcommittee was tasked to create a list of trainings. The list would 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. The initial focus is on training for managers and supervisors.

Karen H. provided list of trainings available to committee. Subcommittee has not met yet however to compile list. Some examples included Ohio DAS, John Glenn School @ OSU, Certified Public Manager School.

A suggestion was made that we list core training topics needed and where the training can be obtained. Question asked as to how much input union has in regard to management training? Each division determines what the individual's needs are. There is no training supervisor or coordinator to push these different types of training (i.e. DAS, EAP, enterprise management system). Suggestion

made that a goal be set to have an organized approach as an agency in regard to core skills/trainings. Suggestion made to look at list of competencies from Performance Evaluations. Is traveling to Columbus an obstacle to obtain training? How can online trainings be used?

Group decided to take this back to subcommittee to follow through with gathering of data and discussing approach at next L&M meeting. Subcommittee will schedule a date to meet prior to next meeting.

7. Other Business.

- a. **Role clarification** - not discussed
- b. **Training discussion on District CALMC**- SWDO had a three day training in December. Created list of topics to work on. CALMC to help facilitate next couple meetings. SEDO scheduled to have a 1-day CALMC training. NWDO discussed having training but none scheduled. Will look at end of fall 2014. CO/CDO will discuss possible CALMC training at next local L&M. Upcoming trainings to include a planning meeting with CALMC to identify topics.
- c. **Briefings to the Director** – New Director. Invite him to our meeting/extend invitation to visit. New T.O. under Director's office. Two assistant directors- OES and support offices under one and divisions/EEO to other. Director planning on filling DSW chief position and deputy chief counsel, possibly LRO.

8. **Policies Update** – no new policies at this date.

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. Update on action items.

Meeting Adjourn 11:45PM

Next Meeting: April 29, 2014 @ 9:30AM at OCSEA Polaris.

Also, future meetings tentatively set for June 11, Sept. 23 and Dec. 4, 2014.

Future meetings to be confirmed with those not present.



Interoffice Memorandum

Date: June 2, 2014

Subject: Labor/Management Team 4/29/2014 Meeting Minutes

To: Labor/Management Team

From: Theresa Long, ITS – Central Office

Attendees: Cathy Altman, Ralph Baker, Mike Bolas, Heidi Griesmer, Karen Haight, Theresa Long, Maria Lucente, Natalie Oryshkewych, Mike Sherron, Jim Sferra, facilitator (Mike Bolas)

Absent: Donna Waggener and Victor Dandridge

Agenda

- 1) Identify Action Items/Decision Recorder
- 2) Review Minutes/Action Items/Agenda
- 3) OCB's participation
- 4) District-specific employee support issues (developing of skills to do a better job)
- 5) Bargaining Union Work: LEAN OHIO
- 6) Agency's Steward List
- 7) EE2 Proposed Classification Changes Update
- 8) Other Business – Training discussion on Districts regarding CALMC and Briefings to the Director – Joint effort to identify mutual issues. Submit quarterly progress report on committee's functions, mission, goals, etc.
- 9) Agency Policies Update
- 10) Subcommittee Report – Training availability throughout the Agency and State

Added Agenda Items

- 11) New Employee Orientation
- 12) Delivery Heavy Equipment
- 13) Set next agenda

1. **Action Items** to be recorded by Natalie Oryshkewych; **Minutes** taken by Theresa Long
2. **Roll call** was taken. The **minutes** from the February 4, 2014 meeting were reviewed and approved.
3. **OCB's Participation** - Karen informed the committee that either Victor Dandridge or Megan Shank our OCB Representatives will attend some of our meetings. They will be involved as needed.

4. **District Specific Employee Issues** –Employees in the district offices would like to improve their skills outside their employment opportunities. They can apply for training online for a web-based course or EAP can travel to the district offices and give training. There will be training coming in May. *Violence in Workplace* training is required once as a new employee, is now available online, *Ethics* training is required yearly and *EEO/Sexual Harassment* training is every two years.

Ohio is 5th in the nation for Human Trafficking, that training is now available from the State. Some people were offended when it was featured online on the announcement page. The OSI staff has been trained to identify when they suspect someone is dealing in Human Trafficking.

5. **LEAN OHIO** – Maria went to the 5S Training - An Organizational Tool given by LEAN OHIO at OCSEA on March 19th. This training focused on “*Increasing Productivity*”, “*Creating a Safe Working Environment*” and “*Improving Morale, thereby Improving Work Processes*”. Maria felt this training was very worthwhile. LEAN OHIO training is free and similar to DEAL. Union would like to partner with Ohio EPA for LEAN training which will be ongoing. Next training is Poka-Yoke Training - Mistake-Proof Your Processes June 18 from 2-4 p.m. Chiefs will be introduced to LEAN by one-half day training on May 12. Management will let us know what Quality initiatives the Agency supports.
6. **Agency’s Steward List** – Theresa provided the committee with Steward names for Central Office and the Districts. SWDO and DES do not have stewards in their location. DES will be represented by Central Office Stewards and SWDO will be represented by their Chapter President, Sandra Lewis. It was discussed that perhaps the Local Labor Management Committee can recruit stewards by talking to them one on one. If anyone needs to add a person to the Steward List, you can contact Cathryn Allen in PIC.
7. **EE2 Proposed Classification Changes Update** –The Agency will not make changes to the Environmental Engineer 2 Classification at this time. The Agency proposed changes to the classification specifications for the Environmental Engineer 2, to expand it to include all programs and reduce years of experience. Union reviewed and submitted a counter proposal including a way to utilize P.E.s for plan review sign off and moving EE2s into ES2, environmental specialist classification series. The Agency declined the union’s proposal. DAS may still do some clean-up of the language to the EE2 specifications.
8. **District CALMC Training** – Training was a good experience at SEDO. Others attended that were not on the Labor Management Committee. NWDO is considering training. CO/CDO has not talked about the training, but is interested. SWDO has already had the training and may have more.

9. **Briefings to the Director** – Pete's has new responsibilities and may not be able to participate in all of the meetings. Adam Ward Asst. Chief, CDO is interested in the committee and may join us in June.

A meet and greet meeting has been set up for Tuesday, August 5 to meet with Director Butler. He will meet with some of the EPA Assembly Officers, Kelvin Jones (VP OCSEA) and OCSEA Staff Representatives. Also attending will be Karen Haight and Jim Canepa, Assistant Director.

10. **Agency Policies Update** – The Media, Public Records and Legislative policies are currently in review. The public records policy is going through the Legal Division for review before finalizing. The Media Policy directs employees to refer all reporter calls to the Public Interest Center. Presentations will be looked at and will need prior approval before presenting to outside groups to ensure the Agency message is correct. A form will be filled out when doing a presentation.

Management would like to have all policies on OES' webpage and the webpage that affects the employee.

The agency wants to make sure that the recently hired employees and all other employees) are aware of who to contact in the agency regarding legislative questions. Director's Office is working on a legislative policy.

In general, how does agency disseminate policies? May use the Chiefs, media (NewSource), and flyers (post in restrooms) to get the information out to them.

11. **Subcommittee - Training availability throughout the Agency and State** – The Subcommittee presented a list of training for statewide L&M both free and at a cost from DAS with various factsheets and brochures. The list included such training as; Government Learning, State of Ohio Training, Professional Programs, Software Tutorials, etc. Everyone was asked to go through the list and prioritize and email their training recommendations to the Subcommittee by May 22nd (Maria, Theresa, Natalie and Karen). There is a possibility of putting the information on the SharePoint site and also on several MyOhio pages.

Bolas recommended an online site, *Coursera*, that offers free training. It is an education platform that partners with top universities and organizations worldwide. Some of the benefits of using Coursera are: you can learn on your own time can choose from 400 + courses and you receive recognition after you complete a class. You can sign up for a class at <https://www.coursera.org/courses?orderby=upcoming>.

Natalie informed the committee of another online course, Kahn Academy. It is offered for kids up through adult age. It's a not-for-profit organization with the

goal of providing a free world-class education for anyone anywhere. Khan Academy's materials and resources are available to you completely free of charge. To sign up for a Kahn Academy course, go to: <https://www.khanacademy.org/>. Will talk to Cathryn Allen about putting a link on the intranet page regarding these two online courses so that training awareness is available to all.

12. **Other Business.**

New Employee Orientation – There was a discussion on how EPA handles orientation within the agency. OCSEA wanted to know how orientation is conducted for new hires and how union's participation is ensured. Orientation is done quarterly in Central Office. An agenda is provided for the orientation and the Union is on the agenda. All new employees are invited to attend the orientation within four months of being hired. OES, within first few days, meets with new hires in Columbus and each district has an individual to do the same to go over benefits, policies, timecards, evacuation procedures, etc. (process varies). SWDO provides a manual to a new hire. Safe Driver Training to new employees is conducted as soon as possible. Union would like an opportunity to participate in new hire orientation at districts as well. A suggestion was made to email the District Chiefs to make sure stewards are introduced to new employees. Jim Sferra will assist with distribution of the list.

13. **Delivery of Agency Equipment** was discussed. Who is responsible for the delivering of large equipment; Operations, ITS or the division. In the past, Operation was responsible for delivering large equipment to divisions within Central Office but this may change. According to DAS, the purpose of the inventory control occupation is to receive, inspect, record & distribute materials, supplies, equipment, furniture & vehicles. The delivery process for equipment is being reviewed.

It was also discussed that the district office IT staff no longer moves or sets up computer equipment for users since being consolidated however this is still being done in central office but not in the districts.

Other News – Karen discussed a pilot program EPA will begin in July. Emphasizes will be workplace mediation conflicts. This will be discussed more at next meeting.

Agency specific is potential topic for next meeting.

Meeting Adjourn 12:20 PM

Next Meeting: June 11, 9:30AM, OCSEA Polaris

Agenda: See April 29th meeting agenda as reference.

Statewide Labor and Management Committee Meeting September 23, 2014 Meeting Notes

OEPA Central Office 9:30-12:30

Attendees:

Karen Haight, Jim Sferra, Michael Bolas (facilitator), Michael Sherron, Ralph Baker, Maria Lucente, Theresa Long, Cathy Altman, Deborah Bailey, Kelvin Jones, Donna Waggener

Karen Haight will take notes (Mike Sherron transcribed).

The following are notes and action items as documented by Karen Haight and Mike Sherron.

Topics:

1. District specific employee issues. Discussion was held regarding vacancies, replacing personnel and the appearance that this process is more challenging than before. Donna Waggener explained some changes in the process related to that Agency's total employee ceiling, allocations to each division and the discretion of chiefs to manage the FTE count within their division or office. The justification process for each position has been expanded and the Chief of Staff is reviewing each one and approving. Additionally, there is no anticipated loss of filled positions in the 2017 budget, but each position is reviewed to determine whether the position can be funded. We have, in fact, reduced the total number we plan to fill in FY17 by eliminating vacancies long-carried on the books and unfilled. The percentage of empty positions varies by division and some divisions are "right-sizing" to match staffing and workloads.
2. The percentage of empty positions varies by division and some divisions are "right sizing" to match staffing and workloads.
3. LEAN program – All members are encouraged to review the website for Lean Ohio (lean.Ohio.gov). The group discussed how this "quality" program will be integrated into existing programs. The position at EPA will also have some training responsibilities and it was suggested that some of the DEAL program be integrated into some of the LEAN concepts. Karen will invite the new coordinator to the December LMC meeting.
4. IT Training Update – Employees are having difficulty accessing licenses for software needed to perform their work (Adobe). Licenses are expensive and were not approved. Employees are interested in having ITS provide training, however ITS does not provide training on specific software. Specific employees may be able to contact staff in PIC for suggestions on particular problems they are having. Members were to check to see if anyone else used it. Heidi was going to ask around and check with DEFA to see if the need for the training was still needed.
5. Workplace Mediation – Question on whether they were looking for more mediators. EAP is now heading the Workplace Mediation Program.

6. Training - Members were to consider the topics that were submitted to see if any of them would be beneficial. Maria will resend training topics for L/M to look at and topic would be revisited next meeting. November 3 was the deadline to get feedback back to Maria.
7. Theresa, Maria and Kelvin were to draft up L/M article explaining what it is and send to the group to be posted on the announcement page. No deadline set.
8. CALMC training- NWDO did not have any interest in having CALMC training b/c wasn't necessary at this time. Union offered to fund training in future if needed.
9. Question on whether we can do a survey needs assessment in order to communicate to Agency role and purpose of L/M committee.
10. Discussion on Briefings
11. Policies
 - A. Karen will send public records policy to M. Bolas for distribution. Discussion on two IT policies (internet usage and telecommunication)
 - B. NEDO indicated there was an interruption of service through VOIP
 - C. Some discussion on work hours policy and the inconsistent application of the policy seems to be an ongoing issue.

Meeting concluded.



Interoffice Memorandum

Date: February 2, 2015

Subject: Labor & Management Team 12/4/2014 Meeting Minutes

To: Labor/Management Team

From: Maria Lucente, DDAGW, CO

Attendees: Cathy Altman, Ralph Baker, Heidi Griesmer, Karen Haight, Theresa Long, Maria Lucente, Natalie Oryshkewych, Mike Sherron, Jim Sferra, Pete Whitehouse, Deborah Bailey, facilitator (Mike Bolas). Meeting took place at OCSEA.

Absent: Donna Waggener

Agenda

- 1) Identify Action Items/Decision Recorder
- 2) Review Minutes/Action Items/Agenda
- 3) District-specific employee support issues
- 4) LEAN Ohio
- 5) Mediation training
- 6) Future topics
- 7) Other business
 - a. Joint effort to identify mutual issues. Submit quarterly progress report on committee's function, mission, goals, etc.
- 8) Policies Update: IT policy, Wired and Wireless Telephone policy
- 9) Subcommittee
 - a. Training availability throughout the Agency and State
- 10) Additional topics added:
 - a. Staff rotation
 - b. Leave approvals in advance
 - c. Agency specifics
 - d. Interview (internal) scoring
 - e. Set next year's meeting dates

1. **Action Items** to be recorded by Natalie O. **Minutes** taken by Maria L.
2. **Roll call** was taken. The **minutes** from the September 23, 2014 meeting were reviewed. Clarification was requested regarding statements made on 'vacancies' in first paragraph. Clarification received during meeting and the change in text along with meeting notes was approved.
3. **District Specific Employee Support Issues** – Nothing to report at this time.
4. **LEAN Ohio** – Alicia, the Agency's new LEAN coordinator, attended as a guest. She provided the group an introduction to what she does and projects happening

at the Agency. DSW is working on efficiency project in the NPDES renewal process (multiple projects under one umbrella, mid-2015 completion date). The effort is output focused/ and in tune to customer service needs. She is a facilitator. If notice pain points in a process (i.e., delays, applications repeatedly returned or not filled out properly, waiting/time waste), identify them and bring to a supervisor's attention. Q: How long a typical project lasts? A: Depends on project and how much work was done behind the scenes before project starts. Q: Will training be provided at the Agency? A: A couple individuals are going through green belt training and bootcamp. EPA specific training has not been determined at this point. She will not be focused on Agency overall training needs. Her position will focus on LEAN projects.

5. **Mediation training** – Workplace mediation, or Dispute Resolution. Supposed to have rolled out state-wide at this point, but Karen has not seen anything yet on it. It is a different type of mediation, not seven steps as before. Can be used in situations where manager/staff cannot get along. Q: How to request mediation? A: Call Karen and she will call EAP/DAS to make arrangements to have mediator available. EAP makes determination if appropriate for mediation. Q: Any feedback if mediation is successful? A: Sometimes, mainly if work impacted, not so much if personality issues. Mediation is voluntary. Mediator only reports mediation discussion if threat/violence is possible.
6. **Future Topics – see 10.**
7. **Other Business.**
 - a. **Joint effort to identify mutual issues. Submit quarterly progress report on committee's function, mission, goals, etc.** EPA union Assembly met with Director and Assistant Director Canepa on Sept. 23. Invitation open for them to attend a future meeting.
8. **Policies Update – IT policy, Wired and Wireless Telephone policy.** Remind everyone to be aware of policy and use discretion on how they utilize internet access at work. OIT is tracking internet usage on an ongoing basis.
9. **Subcommittees** – no discussion.
10. **Additional topics.**
 - a. **Staff rotation in work assignments.** Q: Is it being implemented? A: Yes. To those externally commenting do not like the approach, Agency has explained that logical breaks will be used when switching roles and staff assignments. The plan and process is in place and the general understanding is that it is being implemented. No significant problems identified to date. Succession planning is a part of this effort. Q: What is problem internally? A: Staff discomfort due to lack of familiarity with big projects and perceived pressure to perform at same efficiency as previous person who is well versed. Q: Are these types of transitions and learning

curves being taken into account in performance goals? In terms of efficiency and work product expectations? Example given that a position was dedicated as 25% to one project site, how would this translate if project reassigned? A: Agency has been reassigning before, with turn over and new staff, etc.

- b. Leave approval in advance.** Q: What is expectation for advanced notice to take leave? When is it appropriate to submit leave slip? A: Depends on type of work (i.e., position busy during that time of year). Suggest ask for leave in advance at least equivalent to the amount of time taking off. Contingent upon having available leave at that time. Per contract, leave shall not be unreasonably denied. Issue may come up with meeting coverage goal for days grant an employee leave? Coverage goal is an “on average, quarterly” basis. Coverage responsibility for an employee should be determined per unit and not across work locations.
 - c. Agency Specifics** – Contract expires Feb. 28, 2015. No negotiations yet at main table. No official discussion of topics for agency specific occurring. A 2-day negotiations training was provided to staff at OCSEA and union team opted to do training another way.
 - d. Interview scoring.** Q: Is there a specific requirement for interview scoring and is there a passing score? A: Each Division set their passing scores. Hiring division submits questions and set passing point upfront and proposed answers to questions. OES checks for discriminatory questions. After interview, OES looks at interview package and ensures questions where asked fairly. A suggestion was made that question sets are vetted with another manager to be sure questions are well written so get good answers and not too hard to pass.
 - e. Meeting dates for 2015- January 27 (all day). Backup/in addition to Jan. 27 if needed- January 23 (all day). April 15. July 29. November 4.**
11. **Next meeting’s agenda.** Carry forward topics that were tabled or need further discussion. Update on action items.

Meeting Adjourn 12:30 PM

Next Meeting: January 27, 2015 @ 9:30AM at OCSEA Polaris, possibly Jan. 23 (to be determined).