



## Interoffice Memorandum

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**Date:** February 24, 2010

**Subject:** Labor/Management Team 02/23/10 Meeting Minutes

**To:** Labor/Management Team

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

February 23, 2010, remote meeting, 10:00AM-11:30AM

**Attendees:** Deborah Bailey, Mike Bolas, Craig Butler, Heidi Griesmer, Julie Methena, Nita Nordstrom, Craig Rehkopf, Ryan Sarni, Mylynda Shaskus, Mike Sherron, Dave Sholtis, Don Starr, Donna Waggener, facilitator Alauddin Alauddin

**Absent:** Kelvin Jones, Ken Mettler, Natalie Oryshkewych

### Agenda

- 1) Identify Action Items/DecisionRecorder
- 2) Review Minutes/Action Items/Agenda
- 3) District-specific Employee Support issues (skipped)
- 4) Remote meeting options
- 5) Subcommittee reports
  - a. Policies
  - b. Incentives
  - c. Contracting
- 6) Policies update
- 7) Other business
  - a. Don's retirement
  - b. District L/M training
  - c. Overtime roster
- 8) Set next agenda

- 1) Roll call was taken. Dave agreed to record the action items.
- 2) No one had any comments on the minutes from the December meeting.
- 3) **December action items** update. Nita sent Don details of her deposition. Don sent questions to Bryan Zima and Drew Bergman. Some other committee members sent Don their deposition experiences. Craig R. scheduled our remote meetings. Julie got some ideas on incentives from the committee. Ryan said there are no requirements in the contract for specifying the number of hours worked for part-timers. The legal contact for each division is the point of contact for deposition questions. Offices (e.g., PIC) should contact the lawyer for the division that the issue is regarding.

- 4) **Remote meeting options.** The Agency's video conferencing system is on the fritz. The technology is called V-tel. There are sound/audio issues with it, as well as difficulty with document sharing. Since Michael Case is retiring, no one is sure what will happen with the system, or when it will be up and running. We may be able to set up video cameras through Webex. There have also been some recent problems with the conference lines. Some people have been getting a busy signal or a continuous ringing. Craig R. will look into the issue before the next meeting.
- 5) **Incentives subcommittee.** The subcommittee plans to make some recommendations to the Director in the near future regarding a survey on incentives. Someone suggested 1-day-a-week telecommuting as being a possible incentive, even though it was widely thought that recommendation would not be approved through DAS. DAS may have a policy against telecommuting. Julie and Ryan will look into that. Telecommuting is not addressed in the contract. The subcommittee will meet again before the next LMT meeting.
- 6) **Contracting subcommittee.** Deborah had forwarded some information to the subcommittee but there was no update for the main committee. The subcommittee will try to meet again before the next LMT meeting.
- 7) **Policies subcommittee.** The subcommittee got some requested information from Karen Haight. They are still working on understanding the current policy process. OES generates policy changes and sends them to Don for review, input, and outreach. Some people have concerns in the districts that they are not getting policy updates. Policy updates are advertised in the News Source, which some folks may not be reading. Several people have requested that seeing redline/strikeout versions of the old policies would be helpful in determining what changes have been made. This is likely going to be recommendation of the subcommittee. At the next meeting, the subcommittee will present a timeline on when its recommendations will be drafted.
- 8) **Don's retirement.** Don is retiring as of March 12. He is not sure who his replacement will be. Don is making a list of LMT committee-related items for Laura Powell. Don thinks the committee can continue without him until a replacement is found. Could Karen Haight stand in? Possibly, but Laura is the one who primarily needs to be kept up to date. Management will select a new interim co-chair before the next meeting. It is the Director's decision as to who the new permanent co-chair will be.
- 9) **Policy update.** Don distributed a draft personal leave policy update to the present committee members. He will email a copy to the rest of the group after the meeting. The revised policy reflects issues such as personal leave

compensation per the current contract. If anyone has comments they should get them to Don in the next two weeks.

**10) Other business.**

- a. District Labor/Management team training. Deborah spoke to the union side, and Don will transfer responsibility for this to his successor. The committee agreed to table this discussion until the next management co-chair is selected.
- b. OT roster issue. The contract language says that an overtime roster should be posted, and sent to the union stewards if requested. The underlying issue is that in some cases people feel that overtime is not being distributed openly and evenly. We will need more details to get this resolved – who asked for an OT roster and when? The affected person/people can file a grievance if it is a continuing issue. OT rosters are intended to distribute work evenly among employees with similar work. Don's perception is that this is not an issue he is aware of, but anyone can contact him for a roster of who gets paid OT. Donna can send out info on who gets OT & how much for each district. She will send that out to Deborah for distribution. This issue will be brought up at the next assembly meeting. This information is sometimes generated quarterly, but can be generated in any unit of time using TAS.

The meeting was adjourned at 11:30 AM.

**Next Meeting:** March 30th, 10:00 AM, remote (Center for Excellence for CO folks)

**Agenda:**

- 1) Identify action item/decision recorder
- 2) Review minutes/action items/agenda
- 3) District-specific employee support issues
- 4) Remote meeting options
- 5) Subcommittee Reports
  - a. Policies
  - b. Incentives
  - c. Contracting
- 6) Policies Update
- 7) Other Business
  - a. OT roster issue
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