



## Interoffice Memorandum

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**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](http://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