

MINUTES

Ohio EPA Labor Management Meeting

[held at OCSEA, Wednesday, January 23rd, 2008, 9:30 AM]

Attending:

Mark Besel, Mike Bolas, Ken Dewey, Heidi Griesmer, Dave Hunt, Natalie Oryshkewych, Craig Rehkopf, Ryan Sarni, Don Starr, Pat Tebbe and facilitator Alauddin Alauddin.
(Excused/Absent: Deborah Bailey, Craig Butler, Mariano Haensel, Kelvin Jones, Susie Marshall, and Donna Waggener)

The first order of business was adoption of agenda, as follows:

Agenda [Alauddin e-distributed a two-sided version, this a recap; committee reviewed and adopted.]

- 1 Identify Action Items / Recorder
- 2 Review Minutes/Action Items/ Agenda
- 3 Subcommittee reports
- 4 Communications Report Out
- 5 Communications Plan Discussion
- 6 Sick Leave - Letter #3 (Low Leave)
- 7 Policies Update
- 8 Union Log
- 9 Consider Selection Process - New projects
- 10 Set February Agenda
- 11 Membership (participation, commitment, succession)

1 Don agreed to recap action items (P.s., dated 1/23/08, e-mail 2/4/08)

2 The **minutes** were reviewed and approved.

3 **Subcommittees** -

3a **Career Path** - The committee reported that Employee Services implemented the OES web site with the cross linked PDs/TOs/ Class- Specs. This was without a committee prepared e-mail explanation. That probably yet to be done to bolster awareness and committee involvement. It was again noted that the TOs vary and their remain some gaps.

3b **Training** - Members reported a re-focus and discussion, resulting in somewhat of a preliminary draft policy recommendation that was shared with Rod. It was not limited to required training. The desire to further share awareness of existing resources and opportunities was noted, sharing e-links to relevant resources being an example. (The further sharing of information, especially about free or low cost opportunities from other agencies and professional organizations noted. Many are already linked to the training web site. [Not stated, but, e.g., U.S.EPA, Fish & Wildlife, CDC, Industrial Hygiene, other State agencies - ODOT, Taxation, etc. Share thoughts with Rod and our this committee.]) There is a sensitivity to bringing attention to additional budget demands. Re UET Use, Mike reported OEPA use at 18% general use, one of the "heavier users".

3c **Sick Leave** - (As noted in multiple prior reports) the second, "70% penalty pending" letter remained on hold pending IT/TAS/OAKS implementation and the progression beyond the pay-periods including December 1st and the one starting the next calendar year. (P.s.; There is now a summary table in TAS/OAKS that provides a sick leave year summary.)

There was discussion concerning subcommittee efforts and benchmarks with the survey. Was it the/a goal to "drive down Agency use". (No resolution, but brief discussion re addressing penalty phase.)

- 4 **Communications Report-Out** (Each noting efforts to communicate L/M efforts since the last session). We went around the table noting efforts to further communicate - both sharing L/M efforts and getting input. Numerous examples were cited including meetings or dialogue with stewards, district and CO staff meetings (spanning “all-office” to just work units), Union meetings and the Agency Chiefs meetings. NEDO reported a routine, casual monthly meeting with District senior management concerning significant union business. PIC noted weekly meetings . Additional thoughts: note web address and even a paper copy of notes on various bulletin boards. (No commitment, other than to check who oversees the bulletin boards. P.s, Glynda Moore, DSW, et al.))
- 5 **Communications Plan** - Heidi reviewed the previously shared second draft of “Ohio EPA Statewide Labor-Management Committee Communication Plan”, noting it to be a committee tool, not a product per se. Appreciation expressed, also minor comments noted. (Heidi to tweak and redistribute.)
- 6 **Sick leave, letter 3** - Again tabled pending more BU dialogue. (General comment that Union members were not averse to it or a similar message to be unilaterally issued by LRO/Employee Services or other management.)
- 7 **Policy updates** - The draft **Poll Worker Policy** (based strongly on DAS version) had been shared. There was dialogue re the flexibility to tweak, improve, or otherwise change the DAS version. The specific instance led to the bigger picture of “policies”. There was discussion as to the difference and overlap - at least in some instances - between policies and procedures. Members noted that there was not an overall Agency understanding of the hierarchy of codes, rules, policies and procedures affecting staff. This was noted to be inclusive of all levels of staff, including management. It was generally agreed to be a big topic, in need of future attention. The specific poll-worker policy was neither discussed at length nor endorsed. Don noted he would welcome additional comments, but from us as individual employees.
- 8 **Union Log**; There was brief discussion concerning the higher level of accountability for BU time vs other staff time. There was discussion but no resolution as to whether such accountability is an OCB priority, if there is ongoing dialogue concerning the matter and if so, why. (A brief aside noted Ryan to be our third OCB representative since the rejuvenation of the committee.) Don noted the Agency to be non-compliant with this DAS procedures when he started. His intent was to rectify the discrepancy. It was noted that implementation still varies and possibly there was agreement to disagree. (Ryan to update at next session.)

[With time waning (noonish), Alauddin noted the need to revisit the remaining items.]

- 9 **Consider Selection Process for New Projects**; There was discussion and general agreement that the committee would like to start additional efforts, noting policies to be at least one item “ripe” for committee efforts, (others probable). There was also general discussion and agreement that there remained much to do with the three ongoing routine subcommittee efforts: training, career path and sick leave. These would remain the major effort in the coming months.

(9, ctd)

The "interest based problem solving" portion of our CALMC manual was noted - pages 135 - 145 - including identifying common interests, solutions and standards. We charged ourselves to prepare for our next session by reviewing that section.

10 **Next Agenda** (2/27/08 at Lazarus) :

- 1 Identify action items/decision recorder
- 2 Review Minutes/Action Items/ Agenda
- 3 Subcommittee reports (Career path, Training, Sick Leave)
- 4 Communications Report (our collective homework)
- 5 Sick Leave, Letter #3 (low leave; BU endorsement)
- 6 Policies update
- 7 Union Log
- 8 Set next agenda (None in March, but 2 in April, the first being 4/2/08 -OCSEA)

11 **Membership** (participation, commitment, succession); There was again discussion concerning membership, and participation - not stellar. Bargaining Unit members noted ramifications of elections, both recent past with OCSEA and upcoming at subordinate bodies - Ohio EPA Chapter and Assembly. No resolution but there seemed to be a shared appreciation that significant effort to revisit this would be premature until April or May.

Minutes:

Prepared by Mark Besel (614/644-4834)

Draft 2/06/08; accepted with minor revisions 2/27/08; shared final 3/24/08.

MINUTES - condensed

Ohio EPA Labor Mgt Mtg - at OCSEA, Wednesday, Jan. 23rd, 2007, 9:30 AM

Attending:

Mark Besel, Mike Bolas, Ken Dewey, Heidi Griesmer, Dave Hunt, Natalie Oryshkewych, Craig Rehkopf, Ryan Sarni, Don Starr, Pat Tebbe and facilitator Alauddin Alauddin.
(Deborah Bailey, Craig Butler, Mariano Haensel, Kelvin Jones, Susie Marshall and Donna Waggener were excused/absent.)

Agenda (Formatted agenda e-distributed by Alauddin prior to the meeting.)

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|--|---|
| 1 ID Action items / Recorder | 7 Policies Update |
| 2 Review Minutes/ Action Items/ Agenda | 8 Union Log |
| 3 Subcommittee Reports | 9 Consider select. process (nxt projts) |
| 4 Communications Report-out | 10 February Agenda |
| 5 Communications Plan Discussion | 11 Membership (particip./succession) |
| 6 Sick Leave (letter #3) | |

- 1 Don to take and note action items
- 2 The **minutes** were reviewed and approved;
- 3 **Subcommittees** -
 - 3a **Career Path** - OES implemented web site TO/PD effort; additional subcommittee explanation still likely.
 - 3b **Training** - Committee discussion resulted in draft policy recommendation, shared with Rod; emphasize information sharing to maximize opportunities, including e-links to government, professional other resources, (emphasis added for free or low costs). All appreciate the sensitivity of emphasis on additional budget demands. (EPA BU staff among the heavier UET users, c. 18%)
 - 3c **Sick Leave** - The 2nd - "70% penalty pending" letter remains on hold, being coordinated w IT/TAS/OAKS new year options. Discussion re committee goals; more work including agency specific efforts for penalty relief.
- 4 **Communications Report Out** - Members reported varied efforts re communications; to remain ongoing focus.
- 5 **Communications Plan** - Heidi reviewed plan, emphasizing it to be a tool for our ongoing use. Members relayed kudos for the effort. Tweaked version pending.
- 6 **Sick leave letter #3 - low leave** - tabled & pending more BU presence
- 7 **Policy update** - Poll Worker draft shared prior to session but not discussed as committee. "Policy" remains a future committee effort. (No additional new policies noted as pending.)
- 8 **Union Log** - brief discussion but no resolution; Ryan to update re OCB
- 9 New Efforts - Much remains w existing committees but new to be discussed for addition. Members to review (CALMC manual, pgs 135-145).
- 11 Discussion re commitment, participation, possible changes pending BU elections
- 10 **Next Agenda** (appreciating order of 11 & 10 reversed)

The session ended approximately 12:15 after summarizing action items & development of the next agenda: (Again, the next meeting being 2/27/08 at Lazarus):

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|-------------------------------------|--------------------------------------|
| 1 ID action item/decision recorder; | 5 Sick leave letter #3 |
| 2 Review Minutes | 6 Policies update |
| 3 Sub-committee reports | 7 Union Log |
| 4 Communications Rpt | 8 next agenda - not March, April 2nd |

[Minutes by Mbesel, 2/6/08 draft, accepted 2/27/08, distributed final 3/24/08];