

# MINUTES 4/17/07

## Ohio EPA Labor Management Meeting

[held at OCSEA , Tuesday, April 17, 2007, 10:00 a.m.]

### Attending:

Mark Besel, Mike Bolas, Craig Butler, Heidi Griesmer, Mariano Haensel, Dave Hunt, Kelvin Jones (joined in progress), Susie Marshall, Natalie Oryshkewych, Craig Rehkopf, Don Starr and Pat Tebbe. CALMC Trainers and Moderators Jim Cowles and Meredith Porterfield facilitated the session.

Excused/Absent: Deborah Bailey, Ken Dewey, Beth Hahn(potential facilitator), Jessie Keyes and Donna Waggener.

### Agenda

1. Review Minutes
2. Subcommittee reports
  - a. Career Path
  - b. Training
  - c. Sick leave
  - d. Subcommittee work time
3. Communications - How do we communicate?
4. Facilitation
5. New Business - a) poll worker relief
6. Future Agenda items - Vol Cost Savings - Aug '07
7. Next Agenda

**1. The minutes** - The March 27, 2007 minutes had been presented in two versions - one similar in length to those prepared to date (3pgs); another condensed to one page. There were minor tweaks to both versions and both were accepted. The training subcommittee provided brainstorming notes, which were attached.

### **2a. Career Path Subcommittee Report** - Discussion included:

- Initial focus on ES2s, estimated to be approximately 800 of 1200 (ish) total in the Agency
- Discussed possibility of linking “what positions actually do” to the positions listed on the Agency web (under division TO - table of organization). Minimum qualifications, PD specific requirements, testing etc., being possibilities.
- The diversity even among ES2s again noted - inspectors, enforcement coordinators, site coordinators, rules coordinators, etc.
- The desirability of improving the Agency web resources was noted as a shared priority, but dependent upon help from IT.
- Consideration of more information on the inter vs intranet.
- Upcoming - approaching more formal presentation to the full committee.
- Brief discussion concerning measurements of success, access to internet and answer to question, “are staff using it?”
- Brief discussion concerning standards to evaluate options. (Standards being the objective considerations, metrics being a means to measure.)

**2b. Training Subcommittee Report** - The team was not able to meet.

**2c. Sick leave Subcommittee Report;** Members reported further development of several draft information letters and other items concerning sick leave balances:

- a pro-active e-mail, citing L/M committee, generally covering all leave and the need or desirability to maintain “a healthy leave balance” noting 80 hours needed for disability;
- an Employee Services generated “32 sick leave hours used” prompt letter, to be a heads-up re transition to the reduced pay 40 hours, based on the November(ish) benefit year; (There was discussion as to how this might be prompted, IT & Employee services would need coordinate, possibly a TAS auto “pop-up” might be possible.)
- an Employee Services generated “down to 24 available” total hours (or just sick leave?) to ensure full loop dialogue with employee, supervisor (possibly others - e.g., chief, fiscal officer) and employee services;
- a “talking points” for supervisor/employee to help ensure awareness of resources, rules and possible discipline (a check list to ensure complete dialogue).
- Other considerations include focus on neutral, positive and pro-active; try to avoid negative meetings.
- Consider training for supervisors, help foster “appropriateness” - stewards too?.
- before & after survey discussed as means to gauge effectiveness re leave use, to include items such as: “Was this productive?”, “Did it meet concerns?”, “Did it reach out, as needed?”
- Standards; tbd / agreed - possibly drop in sick leave use, perception by staff (Subcommittee future discussion to include call-offs and “penalty”).

**3 Communication** - Discussion points include:

- desire for transparency - be up front,
- want wide spread awareness of both the forum and our efforts.
- We generated communication considerations and opportunities. These are attached. An ad hoc group (Heidi, Mark & Craig R.) are taking a first stab at organizing / grouping the information.

**4 Facilitation;** We reminded ourselves that our efforts with CALMC direct oversight was coming to an end, the next session being the last scheduled with Jim & Meredith. Jim noted that Statewide efforts for a facilitation pool were promising. He had been involved with planning sessions including and or supported by Steve Loeffler of OCB. There was discussion of known Agency facilitator resources and our initial discussion not to include staff in such matters. Members discussed and requested that we invite Alaudin Alaudin (OhioEPA-DEFA/CO) to consider some level of partnership with us, in addition to Beth Hahn. (I have subsequently spoken w Alaudin, he is interested and has his management’s OK.)

**5 New business,**

**a. Poll-worker leave time** - Don shared a DAS policy. There was brief discussion concerning past awareness of the policy. (It had not been endorsed or otherwise allowed by previous Directors.) Homework - all to review policy.

**b. CALMC training for SWDO** - Southwest District decided to undertake the CALMC training efforts

(Labor inquired if any new policies concerning sign-in/sign out were being promulgated, as an inquiry as to need to discuss the matter. Management noted relevant policies had not recently changed. No further discussion.)

(There was discussion concerning a second extension of CALMC facilitation oversight. The matter was not pursued, though it was noted that a return engagement, progress review in the future was possible.)

6. **Future Agenda items** - Vol Cost Savings - Aug '07
- 7 **Next agenda** [next meeting is 5/15/07- at - EPA-Laz 10:00, then 6/28/07 OCSEA starting at 9:00; 7/26/07 - EPA-Laz 9:00.]:
  - 1 Review Minutes
  2. Subcommittee reports
    - a. Career Path
    - b. Training
    - c. Sick leave
    - d. Subcommittee work time
    - e. Goal setting for subcommittees
  3. Communications - How do we communicate, ctd, w preliminary groupings?
  4. Poll worker leave (homework - review DAS policy)
  5. Facilitation
  6. New Business Items
  7. Next Agenda
  8. Future Agenda Items - Col cost Savings (8/30/07); All employee annual meeting 7/26/07

follows:       abbreviated version of notes / bullets  
                  Communication - "How do we Communicate? generated concepts

Respectfully Submitted,  
Mark Besel (draft shared 4/27/07; accepted May 15, 2007, finalized May 24, 2007 )

## MINUTES - condensed / bullets (Accepted as final, 5/15/07)

Ohio EPA Labor Management Meeting; April 17, 2007, at OCSEA

### Attending:

Mark Besel, Mike Bolas, Craig Butler, Heidi Griesmer, Mariano Haensel, Dave Hunt, Kelvin Jones (joined in progress), Susie Marshall, Natalie Oryshkewych, Craig Rehkopf, Don Starr and Pat Tebbe. CALMC Trainers and Moderators Jim Cowles and Meredith Porterfield moderated the session. (Deborah Bailey, Ken Dewey, Beth Hahn (potential facilitator), Jessie Keyes and Donna Waggener were Excused/Absent.)

- 1 Minutes - Standard & condensed versions presented; both reviewed and accepted with minor changes.
2. Subcommittee reports.
  - 2a. Career Path; continues to meet; note diversity of work w ES2s being prime example; consideration of expanded use of web resources to "flesh out" what various positions do, position specific requirements, skills, proficiencies, etc.
  - 2b. Training; unable to meet, no update.
  - 2c Sick leave; The committee met and further refined proposed letters for 3 situations: total leave at 80 hours (needed as gap to disability); annual use of 32 hours of sick leave (approaching reduced pay hours); and, remaining leave at only 24 hours (approaching zero leave / discipline. Training for supervisors - potentially including stewards, talking points, and survey also discussed.
3. Communications - Reinforced goal to seek input, share efforts and be transparent. Generated "Ways we can Communicate"; to be continued via ad hoc group and next meeting.
4. Facilitation - Next meeting is last for Jim & Meredith but follow-up down the road is possible. Committee extended invitation to Ohio EPA facilitator to participate. (He is receptive. To be continued.) Statewide agency facilitation pool is progressing & "looking positive". Jim Cowles is involved.
5. New Business a) Poll-worker leave; Don shared DAS policy. It is not yet implemented at the Agency. Members to review & discuss next meeting. b) SWDO has elected to pursue CALMC training. (Vol cost savings - tabled to 8/07)
- 6 Next agenda (next meeting is 5/15/07- at - EPA-Laz 10:00):
  - 1 Review Minutes
  2. Subcommittee reports
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    - e. Goal setting - subcommittees
  3. Communications
  4. Poll worker leave
  - 5 Facilitation
  - 6 New Business
  - 7 Next Agenda
  - 8 Future Agenda items
  6. Next Agenda

Mark Besel (draft shared 4/27/07; Committee endorsed 5/15/07, finalized 5/24/07)

accompanying / follows: Training subcommittee brainstorming notes

## Brainstorming - Labor-Management Committee Communication

How do we communicate

- Intranet
  - Feedback mechanism (suggestion box or other mechanism to committee or to Don & Mike)
  - Thru dist. L-M committees
  - Local meetings - program mtgs, dist. mtgs
  - Email address for committee
  - Bulletin Board - either physical or electronic
  - Agency annual mtg - All-Staff mtg.
  - Roadshows
  - Open blog site w/ username creation
  - NewsSource
  - Internet
  - Cent. Off L-M meetings
  - Brown Bags
  - Banners - electronic
  - Any work coming from this committee identifies the L-M Committee
  - Highlights on intranet
  - Email periodically telling about L-M committee work or accomplishments or link to it  
[pg 2]
  - Director send email to all employees about L-M committee
  - 1-Day luncheon per district paid by the Assembly, if the Assembly is OK w it
  - Log-in messages
  - Local & Statewide Union newsletters
  - Send meeting notes to Director, Chiefs & Stewards
  - Link from EPA to Union
  - Send meeting notes to everyone in the Agency
  - Sidebar with the rolling info, a link to give add. information - on desktop when getting on website (maybe a small box or side bar)
  - Train people on who we are as a committee and formal training of major achievements, i.e., sick leave, career path, etc. roadshow
  - Don do RoadShow to improve image of LRO
  - Everyone on committee commits to tell 5 people
  - Moving L-M link on main intranet site
  - Union Chapter mtgs.
  - Reminder to all employees this is joint process
  - Mix of L-M committee members at presentations
- [end]

<b>Passive electronic</b>	<b>passive non-electronic</b>	<b>interactive electronic</b>	<b>interactive personal</b>
Log-in messages	Any work coming from this committee identifies the L-M Committee	Feedback mechanism (suggestion box or other mechanism to committee or to Don & Mike)	Agency annual mtg - All-staff mtg.
Sidebar with rolling info, a link to give add information - on desktop when getting on website (maybe a small box or sidebar)	Send meeting notes to Director, Chiefs & Stewards	Email address for committee	Local meetings - porgram mtgs, dist mtgs
Banners - electronic	Local & Statewide Union newsletters	Open blog site w/username creation	Brown Bags
Intranet	Everyone on committee commits to tell 5 people		Roadshows
Highlights on intranet	Reminder to all employees this is joint process		Cent. Off L-M meetings
Bulletin Board - either physical or electronic	Train people on who we are as a committee and formal training of major achievements, i.e., sick leave, career path, etc roadshow		Thru dist. L-M committees
Moving L-M link on main intranet site			Don do RoadShow to improve image of LRO
Internet			Mix of L-M committee members at presentations
Link from EPA to Union			Union Chapter mtgs
Send meeting notes to everyone in Agency			1-Day luncheon per district paid by the Assembly, if the Assembly is OK w it
Director send email to all employees about L-M committee			
Email periodically telling about L-M committee work or accomplishments or link to it			
NewsSource			

<b>Physical Passive</b>	<b>Electronic Passive</b>	<b>Interactive</b>	<b>Hierarchical</b>
Bulletin Board - either physical or electronic	[Telephone messages for important Info ] – addition	1-day luncheon per district paid by the Assembly, if the Assembly is OK w it	Cent. Off L-M meetings
Local & Statewide Union newsletters	Log-in messages	Brown Bags	Any work coming from this committee identifies the I-M Committee
	NewsSource	Don do RoadShow to improve image of LRO	Thru dist. L-M committees
	Internet	Union Chapter Mtgs	Email address for committee
	Intranet	Local Meetings - program mtgs, dist. mtgs	Send meeting notes to everyone in the Agency
	Highlights on intranet	Agency annual mtg - All-Staff mtg.	Send meeting notes to Director, Chiefs & Stewards
	Open blog site w u/sername creation	Roadshows	Director send email to all employees about L-M committee
	Link from EPA to Union	Feedback mechanism (suggestion box or other mechanism to committee or to Don & Mike)	Train people on who we are as a committee and formal training of major achievements, i.e., sick leave, career path, etc. roadshow
	Moving L-M link on main intranet site	Everyone on committee commits to tell 5 people	Email periodically telling about L-M committee work or accomplishments or link to it
	Banners - electronic		Reminder to all employees this is joint process
	Sidebar with rolling info, a link to give add. Information - on desktop when getting on website (maybe a small box or side bar)		Mix of L-M committee members at presentations