

# MINUTES - Draft - Ohio EPA Labor Management Meeting

Wednesday, June 25th, 2008, 9:30 AM, at Ohio EPA / Lazarus

[The May 28<sup>th</sup> meeting, scheduled at OCSEA, was canceled earlier the same week.]

## Attending:

Deborah Bailey, Mike Bolas, Mark Besel, Craig Butler, Mariano Haensel, Natalie Oryshkewych, Craig Rehkopf, Ryan Sarni, and Don Starr. Cathy Altman (SWDO-BU), Ken Mettler (SEDO-BU) and Adam (OCB-Intern) attended as guests.

Excused/Absent: Heidi Griesmer, Kelvin Jones, Susie Marshall, Pat Tebbe, Donna Waggener and facilitator, Alauddin Alauddin

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

**Agenda** [e-distributed by both Alauddin (for May) and Mike; committee reviewed and adopted. ]

- 1 Identify Action Items / Recorder
- 2 Review Minutes/Action Items/ Agenda
- 3 Subcommittee reports
- 4 Communications Report-Out
- 5 Policies Update
- 6 Vehicle Guidance
- 7 New Members
- 8 Review future meeting dates
- 9 Set next agenda (7/23/08 @ OCSEA / Polaris)

Given the presence of guests, there were repeated rounds of introduction and re-introduction as late arrivers joined. There was brief discussion concerning the make-up of the committee, primarily coordinated by Don Starr, LRO and the Bargaining Unit, coordinated by Mike Bolas, past Assembly President. Statewide Bargaining Unit members are ultimately appointed by OCSEA and some changes are pending. (More in item #7.)

- 1 Don Starr agreed to recap action items.
- 2 The April 30, 2008 minutes were reviewed and approved  
[I had no notes re prior action items, any input appreciated]
- 3 **Subcommittees -**
  - 3a **Career Path** - mini report; Pds etc on line, somewhat on hold, pending coordination with related "training".
  - 3b **Sick Leave** - mini report; pilot type work remain; "letter efforts" completed.
  - 3c **Training** - Members shared a May 16<sup>th</sup> Draft "Training Policy Recommendations". There was discussion that e-mail confusion may have resulted in an incomplete distribution with sensitivity that Rod Spain may not be completely aware or updated as to the status of the effort. (Members were to check with Rod subsequent to the meeting. I did separately share the copy with Rod, too, noting the brief discussion re the confusion.)  
A diverse discussion of training related concerns included: OCAPP's recent brown bag invitation (climate change); apparent low utilization of professional development plans (PDPs) as part of annual review process; diversity among divisions re training; appreciation that DHWM may be leading the curve with the identification of training needs and subsequent integration into the PDPs, at least for some units; variation among districts and over time as to tracking of training; diversity of "training coordinators"; etc. .

(3c) **Training**, continued)

Mark, Craig R & Mike updated re the joint State/OCSEA IT classifications update, recently jointly presented to Agency IT staff (OhioEPA is possibly “in the middle re State IT, but Ohio state agencies are generally approximately five years behind the state of the art.).

4 **Communications Report-Out** Members recapped efforts in the last two months, though not much specifics. Various office and Union meetings noted.

5 **Policy updates -**

- Don shared OES’s Bereavement Leave policy (dated 11/06).
- There was discussion of overtime/comp-time, brief discussion of medical documentation and when needed (leaves of five days or more and holiday pay related to sick leave and call-offs).
- The “vacation dump” for part time employees is being addressed at the state-wide level and a final decision is still pending. (There was brief discussion as to the history and variations of Agency part-time positions and sensitivity to the use of the term “contract” to describe more recent agreements executed between a part-time person and the Agency. (OCSEA being the exclusive bargaining representative for any contracts and the more recent part time arrangements are not OCSEA endorsed.) There was brief discussion as to L/M committee input re same and it was noted that we are addressing priorities at the upcoming session(s).
- [out of order, but relevant here; prompted by the vehicle policy - next] Vehicle guidance discussion progressed to a brief recap of the Agency Review Team (ART) and the assumption that there remained a Statewide Quality Network, with the ART a subordinate effort. (ART focuses on cost efficiency; the Ohio EPA group has addressed 60-75 suggestions. Our ART team includes Heather Lauer, Mike Wood, Mike Bolas, Trinka Mount and Laura Powell.)

6 **Vehicle Guidance Policy** (apparently prompted by distribution of car-pooling suggestions). A car-pooling suggestion was shared, for “when it made sense”. NWDO and possibly other district offices had soft protocols to help ride share, especially to CO.

7 **New Members**; The resignation of two members, the non-participation of some and the new Assembly terms were discussed and noted as a logical transition. The Ohio EPA Assembly w new President Mark Besel, in coordination with the Chapters, will be coordinating bargaining unit representation with OCSEA. There was brief discussion as to means to further involve staff with the committee and sub-committees in some fashion. The idea of alternates, *pe se*, was not popular. Deborah updated us as to OCSEA assignment changes. Our scheduled meeting dates conflicted with some of her other assignments, e.g., ODJFS, where staff face major issues, including lay offs & bumping, requiring her attention.

[continued]

- 8 Review **future meeting dates**; There was brief discussion as to the desirability to regain momentum and the logic of tweaking our schedule to maximize participation. A routine, monthly date was considered best and after discussion and calendar checks, those present suggested the second Thursday of the month. The July meeting was to remain as scheduled (7/23/08, W). The August meeting was tentatively scheduled for Th., 8/21/08 and the September meeting - the proposed new routine - Th, 9/11/08.  
(The dates were shared with all members 6/28/08. No comments received.)
- 9 Set **Next Agenda** (7/23/08 @ OCSEA / Polaris, 9:30) schedule conflicts for
  - 1 Identify action items/decision recorder
  - 2 Review Minutes/Action Items/ Agenda
  - \*\* Guests - CALMC Update/options 10:00 ish
  - 3 Subcommittee reports (Career path, Training, Sick Leave)
  - 4 Communications Report (our collective homework)
  - 5 Policies update
  - 6 Vehicle Guidance (I'm not sure if we wanted or not)
  - 7 New Members
  - 8 Set next agenda (Th., 8/21/08 -Ohio EPA/Lazarus/IT)

Minutes:

Prepared by Mark Besel (614/644-4834)

Shared draft 7/18/08, - w apologies for the delay - any help re omissions or whatever, appreciated.

P.s., Our draft brain-stormed priorities that are also with the prior notes are included here for availability of members to reference and review.

**“Ohio EPA L/M Committee’s Possible Future Efforts, 4/30/08”**

The following ideas generated at the 4/30/08 joint Labor / Management Meeting

- Agency Specific Negotiations
- Review & Clarify Existing & New Agency Policies
- Sick Leave 70%
- Personal Communication Protocol / Policy (phones, PCs, E-mail)
- Career Ladder for all employees
- Pay inequities; ES3s / Supervisors
- Contracting out Agency Functions
- Training Protocol or Agency Standards or Tools for stuff we have; (i.e., better utilization of products available w/o specific training - MSWord, etc.
- Flex Time Coverage / Consistency across agency - Mtg Governor’s Rqmts
- Review, Evaluate & possibly reclaim “contract-in” Opportunities.
- Broader Use of Agency Grant Writers; Assistance, Research of available money for Agency-wide activities
- (?) Agency w/in context of this complex communication
- Evaluate efficiencies; Art. 14, Quality; staffing & needs
- Everything re Performance Evaluations - consistency, forms, development
- More coordination and information sharing at the Lazarus complex; w other agencies; blood drives, H&S activities, etc (difibs, trng, fundraisers)
- Direct joint communication with the Director (1x or 2x / year)
- More use of TWL - temporary work level
- Explore consistency and pursue win/win efforts re advanced degrees &/or certifications required for work (e.g., P.E.)
- Ensure pro-active stance to prepare staff for job-related tech changes
- Need for specialized training; in-house outside
- Better support for extracurricular, professional conferences & presentations
- Evaluate consistent availability & sharing of tech & other resources across the agency

**“Ohio EPA L/M Committee’s Possible Future Efforts, 4/30/08” – Continued**

- Stance re staff joining professional / community organizations
- Strategies to better integrate the Agency across divisions & Dos (One Agency vs 7 or 8 fiefdoms – high inefficiencies)
- Increased presence of Union at Agency Appreciation Day
- Use of Project Employees
- (Mbesel add) Information summary & sharing re use of Interns

Standards:

- 1 Does it comply with the Contract?
- 2 Can it work within budget?
- 3 Is it Implementable (Director, OCB, OCSEA, Stakeholders)?
- 4 Is it Mutually Beneficial?

# MINUTES - Draft - condensed

Ohio EPA Labor Mgt Mtg - at Ohio EPA, Wednesday, June 25, 2008, 9:30 AM

## Attending:

Deborah Bailey, Mark Besel, Mike Bolas, Craig Butler, Mariano Haensel, Natalie Oryshkewych, Craig Rehkopf, Ryan Sarni, Don Starr; also guests Cathy Altman, Ken Mettler, and Adam \_\_\_, OCB. (Heidi Griesmer, Kelvin Jones, Susie Marshall, Pat Tebbe, Donna Waggener and facilitator Alauddin Alauddin were excused/absent.)

## **Agenda** (Formatted agendas e-distributed by Alauddin & Mike prior to the meeting.)

- |   |                                      |   |                      |
|---|--------------------------------------|---|----------------------|
| 1 | ID Action items / Recorder           | 6 | Vehicle Guidance     |
| 2 | Review Minutes/ Action Items/ Agenda | 7 | New Members          |
| 3 | Subcommittee Reports                 | 8 | Review Meeting Dates |
| 4 | Communications Report-out            | 9 | Set Next Agenda      |
| 5 | Policies Update                      |   |                      |

- 1 Don Starr take and note action items
- 2 The **action items** were recapped; **minutes** reviewed and approved.
- 3 **Subcommittees** -
  - 3a **Career Path** - Brief report; Pds etc on line, additional efforts w training.
  - 3c **Sick Leave** - Brief report; "letter efforts" complete, pilot, etc. remain.
  - 3c **Training** - Draft 6/16/08 "Training Policy Recommendations" shared w. note that e-distribution possibly incomplete; also not totally coordinated w Rod Spain. Brief discussion of training related concerns, including: OCAPP's climate change recent brown bag lunches; apparent low utilization of PDPs in annual review process; diversity among divisions re training; appreciation that DHWM may be more advanced; variation among districts and over time as to tracking of training; diversity of "training coordinators"; etc.
- 4 **Communications** - Members recapped efforts in the last two months w various office and Union meetings noted.
- 5 **Policy updates** -
  - Don shared OES's Bereavement Leave policy (dated 11/06).
  - Brief discussion of need for medical documentation (>5 days or and call-offs before/after holidays).
  - Statewide fix of the "vacation dump" for part time employees is still pending. (Also brief discussion as to the history and variations of part-time positions, sensitivity to the use of the term "contract" due to OCSEA exclusivity.
  - [out of order, but relevant]; brief recap of the Agency Review Team (ART) and overall quality network, noting belief that the Statewide Quality Network exists. Our ART team includes Heather Lauer, Mike Wood, Mike Bolas, Trinka Mount and Laura Powell.)
- 6 **Vehicle Guidance Policy** A car-pooling suggestion was shared, for "when it made sense". District offices have protocols to help ride share, especially to CO.
- 7 **New Members**; Re-commitment and replacement of members ongoing. General agreement that efforts to further involve staff with the committee and sub-committees in some fashion is desired, though the idea of alternates, pe se, was not popular. Deborah remains our OCSEA staffperson..
- 8 **Future meeting dates**; Routine date desired; monthly second Thursday suggested. Next 3: W, 7/23/08; Th, 8/21/08; and Th, 9/11/08.)
- 9 **Next Agenda** (W CALMC guests re future options)

1	ID action item/decision recorder;	5	Policies update
2	Review Minutes	6	Future Projects
3	Sub-committee reports	7	Next agenda (7/23/08 -OCSEA)
4	Communications Rpt		

Minutes by Mbesel, 614/644-4834; Shared draft 7/18/08,