

# MINUTES - Final

Ohio EPA Labor Management Meeting

[held at OCSEA , Thursday, August 30, 2007, 10:00 a.m.]

## Attending:

Mark Besel, Mike Bolas, Craig Butler, Ken Dewey, Dave Hunt, Natalie Oryshkewych, Craig Rehkopf, Don Starr and Pat Tebbe.

Excused/Absent: Deborah Bailey, Heidi Griesmer, Mariano Haensel, Kelvin Jones Jessie Keyes, Susie Marshall and Donna Waggener. Alauddin Alauddin was unavailable.

The meeting was delayed a few minutes, owing to traffic delays and uncertainty as to status of missing members. There was brief discussion and information sharing concerning the OCSEA elections that had occurred the prior week and Central Office/Lazarus L/M committee. (Sick leave, poll worker leave, sign-in/out logs & the PT holiday leave all discussed.) The committee elected to progress in a self-facilitating mode with group attention to time-keeping.

We collectively reinforced the desire to get to implementation or otherwise show fruit of our efforts. It is not only desirable, but there is a need to stay current with efforts, to have dialogue, question, input and help progress matters in any variety of channels in addition to committee and sub-committee efforts. While we agree that silence is acceptance, we all agree to reach out to each other to help improve involvement.

While Alauddin was unable to attend, he had e-mailed a draft meeting outline with attendance and agenda. It was reviewed and modified, as follows:

## **Agenda (Items to be discussed)**

- 1 Review Minutes
- 2 Subcommittee reports (Career Path, Training, Sick leave )
- 3 Communications Plan [tabled]
- 4 Approval process for outputs (getting to implementation) [tabled, but brief notes]
- 5 Donated Leave
- 6 Voluntary Cost Savings
- 7 Agency Policies (Process)

**1. The minutes** - Minor updates and corrections were offered to the minutes. Both were accepted with those refinements. There was discussion as to the "Approval Process Progression" - a brief summary developed at the July meeting and presented as a table on pg 2 of the July notes. Mike Bolas offered to start a "Visio" flow chart; i.e a start more readily developed as we progress. We noted the desirability to further emphasize consensus reached, especially as regards to progress items as well as homework items. The desirability for all members to "speak up", recapping any such specific items to include in the minutes was noted. We discussed committee ground rules but did not review them, noting them to be on the Labor web page, (<http://www.epa.state.oh.us/dir/labor.html>) Also of note, draft "Gant Charts" have been developed for Sick Leave, Career Path & Training subcommittees. Don Starr for the first two, Heidi for the last one.

## **Subcommittee Reports**

**2a. Career Path Subcommittee Report** - The sub-committee shared an updated, 9-question survey. Don noted that it had been shared with Karen Haight, Laurie Stevenson, and Rod Spain. The committee was working with DES to attach position descriptions to the table of organization (TO) available on the Agency's intranet site.

The intent being both increased efficiency and information sharing with web PDs automatically updated. The linkages would extend to the class specifications. There was discussion as to how the agency shared job posting information. It is believed that OES shares postings with some universities, but there is no longer any recruitment, per se. (Apparently subsequent to Louise Parsley's retirement.)

[Don Starr shared a 19 item, 8/07 - 12/07 gant chart which included survey and link of position descriptions and minimum qualifications to the web.]

**2b. Training Subcommittee Report** - (No training report was given, though it was noted that a time line / gant chart had been developed.)

**2c. Sick leave Subcommittee Report;** Don reported that he had recently met with IT. Integration of TAS & OAKS may preclude various "pop-ups", an example being the "you are getting close to using 32 hours of sick leave and will soon be getting only 70% pay for sick leave used". (Possibly we need learn what is available via OAKS and share the "what" and "how to get it".) Don understands OAKS has varied and numerous helpful reports. While it is understood that tracking total sick leave use subsequent to the pay period including December 1<sup>st</sup> can be done, it was not known is such a standard report exists at this time or is otherwise in development.

An updated draft of a base line survey concerning sick leave was shared and noted to be about ready for Survey Monkey, should the committee agree. There was brief discussion as to the variation between survey and questionnaire but no dissension expressed as to proceeding with the survey. (It being considered a means to share information; also, "if not perfect, at least good".)

The floor offered that substantial free software was available for testing, quizzing, surveying, etc. It was also noted that inconsistencies existed concerning the 30% penalty imposed during the second 40 hours.

(After subcommittee reports, the group evaluated how to progress with the agenda, deciding to briefly address the remaining items as a refresher and to gauge overall interest, if not more. "Blood donation time" was added.)

**Blood donation change (Agenda add; Not numbered)**

(A recent directive that rescinded the opportunity to donate on the clock in the workplace prompted a discussion.) Management was not sure what prompted the change. It was acknowledged to be a surprise. There was speculation that it was an interim decision with a more deliberative and complete decision pending. Staff voicing thoughts noted it to be a step in the wrong direction, not keeping with civic/community leadership.

**3 Communication Plan (Tabled)**

**4 Approval Process of Outputs** (Tabled; and not addressed as a specific item. But the development of a Visio flow chart and the need to draw in all members to ensure steady progression to accomplishments was noted.)

## **5. Donated Leave**

Members reinforced the need to further address the matter. The diverse needs, and levels of "situation awareness" were cited. Don noted that he had discussed the matter with both the Director and Karen Haight and he understood them to be OK with the committee addressing the matter, but would specifically check. Don repeated ODNR's protocol. District staff noted typical involvement of District admin staff, sort of an initial level of coordination prior to sending volunteered or potentially donated time to OES. Labor noted that it was labor's consideration that the contract did not exclusively relegate such matters to management. The dissatisfaction with time donated and lost when associated with disability leave was noted. However the loss of expiring, excess vacation and other leaves, too were noted. (No resolution but apparent interest to pursue in the future. Also may require integration with or more understanding of OAKs)

**6. Voluntary Cost Savings (VCS)** (This is similar to last month.) Don repeated ODNR & OCB insight, noting that ODNR's effort was due in large part to significant funding shortfalls and OCB was not interested in pursuing. Don did not have a specific answer from the Director but had the "feel" that it was "not flying". Labor members, too, noted OCSEA not pushing the matter. (It requires mutual agreement to pursue. Appendix R, item G notes "The Employer has sole discretion to approve..." and item H' noting that the "employer may discontinue this program upon providing the Union with 30 days notice".) Staff noted varied alternate opportunities with the Director's approval to take leave for community good or personal development. It was also noted that such efforts usually require complete exhaustion of leave balances. Most are troubled to do so.

**7. Agency Policies** - Don noted that he had mentioned this committee as a sounding board to policies and the Director agreed. Labor noted that both the contract and the concept of the committee seemed to indicate a significant role for "us".

## **Next agenda**

We collectively generated the following, using Alauddin's agenda as a starting point.)

1. Review Minutes
2. Subcommittee report, including goal setting & time lines (Career Path, Training, Sick leave )
3. Communications Plan
4. Approval process of outputs (getting to implementation)
5. Donated Leave
6. Voluntary Cost Savings
7. Agency Policies (Process)
8. Blood Donation
9. Ground Rules - Revisit / Reinforce

Respectfully Submitted,  
Mark Besel (draft shared 9/12/07; approved 9/27/07, final shared 10/18/07.)

# MINUTES - condensed / bullets

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

[Alauddin provided a roster / agenda, updated and endorsed by the group.]

1. Minutes - both complete and condensed - were accepted w minor revision. Discussion as to need to involve all, whether present or via minutes & dialogue.
- 2a. Career Path Subcommittee - Revised survey almost final - look for it via the web. Efforts with web sharing of PD & related information progressing, w links to class specs - a synergistic effort w OES. Brief Gant chart for efforts shared.
- 2b. Training Subcommittee - No report per se. It was noted that a gant chart or similar had been developed.
- 2c. Sick Subcommittee - Dialogue w IT department re capabilities of TAS/OAKS; "pop ups" may need be revisited & integrated w OAKs. (OAKs "canned reports" may meet some of our needs; TBD). Draft survey/questionnaire shared; sentiments expressed that it both provides information to staff as well as feed back to committee. No dissension expressed.

[following items briefly addressed]

No #; added item- Blood donation changes; surprised mgt, too; more info. expected.

3. Communication plan - tabled
4. Approval process of Outputs - tabled but need to progress and volunteer development of "Visio" flow chart noted (Bolas)
5. Donated Leave - Significant interest remains, Don noted understanding that Director and OES OK our pursuit. Labor noted that the contract did not exclusively relegate this to management. Problems noted as implemented but the loss (unused waste) of excess vacation etc. was a concern too were noted. (Interest to pursue; may require integration with OAKs.)
6. Voluntary cost savings ("VCS" - similar to last month) Don offered OCB & ODNR insight. Labor noted not a big OCSEA priority. The contract requires agreement of both parties to pursue. That still tbd.
7. Agency Policies - Don noted that he had mentioned this committee as a sounding board to policies and the Director agreed. Labor noted that both the contract and the concept of the committee seemed to indicate a significant role for "us".

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Prepared by Mbesel; draft shared 9/12/07; approved 9/27/07 finalized 10/18/07.