

Meeting Minutes: Moose Lake AFSCME Labor/Management

Date: 08/05/2021
Minutes prepared by: Heidi Peura
Location: Terry Kneisel's Office; Microsoft Teams

Attendance

- Jason Anderson, Jenny Collelo, Christina St. Germaine, Sabrina Search
- Tracy Johannsen, Terry Kneisel, Heidi Peura, Steve Sajdak, Ann Linkert (second half)

Management:

- June Meeting Minutes: There are no changes to the meeting minutes.
- Staffing Update: There are five people starting as Security Counselors in August. There are 4 interviews for Monday.
- Recruitment Efforts: MSOP is partnering with other DCT business lines to host a booth at the Carlton County Fair. As part of this, DHS marketing is assisting with developing a brochure and content for a social media campaign that reflects both MSOP campuses and cross - departmental. AFSCME also has promotional materials that detail the benefits of being a union employee that can be shared at the event.
- Director Moser's Retirement: A retirement celebration for Kevin will be scheduled 08/24/2021.
- Unit Reassignment: Terry and Courtney Menten met with available Security Counselors to talk about how things are going on Unit Omega. Staff shared their feedback regarding timing of moving into/out of Omega unit. Terry is going to work with the policy drafting chair on updating the policy.
- Lobby Desk: This was a carry-over agenda item. Since the last meeting the lobby desk is now open.
- Overtime Procedures: Administration is continuing to evaluate positions and reassigning available staff where there is a need. There have been conversations across departments to brainstorm ideas on how to address staffing challenges.
- 1st Watch Forcing: Administration is making attempts to reach out to staff before they start their shift to determine if they would be willing to volunteer for overtime to try reduce forcing.

- Mask Stations: A memo to staff will be forthcoming which states that masks should be changed daily.

Labor:

- Security staff asked to retrieve evidence after deemed crime scene: Terry explained there is an OSI on call who may be from a different geographic region who manages situations via phone. There may be times that a room is secured until the next business day if OSI staff are not available.
- OSI requesting security staff do BER for their investigation evidence: AFSCME requested clarity on when Security Staff will be asked to do the BER. Administration clarified that when Security Counselors are listening to phone calls and hear a violation, the Security Counselor should be writing a BER. When OSI listens to a phone call and finds a violation that requires a BER, the OSI staff are expected to write the report.
- N95 Fit Testing/Mask Update: There are two different kinds of masks available; 7500 of the Pleats Plus version and 460 of the 3M Aura version. AFSCME would like every Security Counselor to be FIT tested and expressed safety concerns about the lack of FIT testing across Security Counselors. AFSCME explained that if there is only a small group of employees FIT tested, there is potential for them to be continually forced resulting in exhaustion. AFSCME added that a lack of FIT testing could increase the potential for COVID to spread through the facility, staff and their families. Management reviewed some of the challenges regarding FIT testing as staff are opposed to getting FIT tested, resulting in poor voluntary participation. There was a lack of response despite multiple attempts to request volunteers. Management will share the request with Senior Management to have all Security Counselor's FIT tested. Management noted that N95 masks are required on the quarantine units. Management asked for clarification on if AFSCME was suggesting that MSOP mandate N95 fit testing and wearing of the N95 mask. AFSCME asked that this be tabled until the topic could be further discussed with their members.
- Delta Variation: AFSCME requested information on how MSOP is preparing for the COVID-19 Delta variations potential presence within the facility. Management detailed that there are ongoing meetings and discussions in place along with the previous action items.
- Military Ceremony Leave: Management previously addressed this topic. AFSCME would like further communication to supervisors so they are aware that a level 1 report does not need to be written. Administration will communicate with supervisors.
- Screen Covers: AFSCME is requesting computer screen protectors at all of the units.
- Hospital Coverage: AFSCME had a conversation with Terry regarding hospital coverage. There were some follow-up conversations. Management stressed the importance of staff utilizing electronic communication logs as the policy intended. Treatment staff are not seeing the paper logs.
- Contacting Human Resources: Staff members are frustrated with receiving a response from Human Resources, including Leave Management and personnel file requests. If staff are not able to contact

Leave Management, staff may reach out to Emily Bata. Leave Management is currently down two staff members. Human Resources continues to evaluate the best way to communicate with employees.

Date: Thursday, September 02, 2021

Time: 1:30 p.m.

Location: Staff Development Room 145 and Microsoft Teams

Agenda items: submit proposed agenda items to the local Human Resources representative (dhs.msop.hr@state.mn.us) no later than 4:30 p.m. Tuesday, August 31, 2021.