

DOC Labor Management Meeting Minutes
December 20, 2006

UNION: Richard Althouse, Ron Blair, Lenior Calvin, Tom Corcoran, Jeff Johnson, Barb Lahmayer, Maureen Schuck, Laura Welle, Diana Miller (Council 24 Field Rep.)

MANAGEMENT: Amy Allen, Julie Babler, Kelli Brown, Bill Grosshans, Brad Hompe, Gary Kastorff, Charles Tubbs

- 1. Secretary Frank's December 15th Message to all DOC Employees:** Management had no further information available. Union requests to be updated as Administration proceeds with economy measures.
- 2. DOC: Social Worker CEU's and documentation:** Management anticipates that a new computer system to be introduced in early 2007 will allow employees to access their own training records and copies of certificates. Further they report that regulation and licensing requirements are somewhat subjective in this area and some in house trainings that "meet agency mission requirements" could also qualify for social worker CEU's.
- 3. DCC: Dating in Agent Basic Training:** Management reports that individual trainer at ABT had expressed his personal opinion discouraging employees from dating each other. Union notes that there is no policy prohibiting personal relationships between employees.
- 4. DJC Funding:** Management reports the agency continues to face budget shortfall. Critical vacancies continue to be filled. There are no plans to close institutions. To be revisited.
- 5. DAI: Alternative Work Schedules—Stanley Correctional:** Union reports that changes to alternative work schedules require notice to the union. Management reports that an initial alternative work schedule had been approved for an employee, but management later denied a request to further amend that schedule.
- 6. DAI: Clinical Supervision Duties:** Union reports that a Treatment Specialist who has been assisting with verifying Social Worker AODA plans was asked to "sign off" on hours that were not observed. Management agreed that was not appropriate. Further, the union notes that if consideration is being given to enhance compensation for social worker positions that require AODA certification, similar consideration should be given to Treatment Specialist and Substance Abuse Counselors. To be revisited.
- 7. DCC: Waiting room materials:** Management reports that individual supervisor did not perceive an agent had a problem with her directive to remove resource materials addressing gay and lesbian issues from the waiting room. Union notes that this directive was objectionable and appears reflective of the supervisor's personal view of these issues.

8. DCC: Region 3 Audits: Management reports that they no longer are utilizing an LTE supervisor.

9. DCC: Home Visit Partners: Union notes that agents have expressed safety and liability concerns when doing home visits without partners. Management reports that they have no objection to agents utilizing home visit partners but request that individual issues be discussed regionally.

10. DCC: Home Visit Documentation: Union reports that agents in a few units are being required to submit monthly list detailing what home visits were completed and when. Union reports that this information is already reported in chrono's and is accessible to the supervisor. This directive is not a requirement in the rest of the state and exceeds manual standard for documentation. To be revisited.

11. DCC: Past Practice regarding 7/5/1 of the Labor Agreement: [Subsequent to this meeting, administration has decided to continue the existing practice, allowing unlimited transfers following a vacancy.]

12. DCC: PPD material: Union cited concern regarding recent agent PPD where manager included specific offender information in the PPD, and further noted concern that citing the amount or percentage of offender supervision fee payment in the PPD was inappropriate. To be revisited.

13. DCC: Status of "Reinstated" Employees: Union reports that there has been some mistakes made regarding the probationary status of reinstated employees. Management agrees that "reinstated" employees are not required to serve a permissive probation.

14. DCC: Use of personal and floating legal holidays by new employees: Union notes there had been some confusion regarding newly hired agents in ABT related to use of personal and Saturday legal holidays in 2006. Management has now advised those specific employees that they may carry over their unused time into the first six months of next year.

15. DCC: Payment of Supervision Fees: Item deferred until January meeting.

16. DCC: GPS enrollments/workload: Union requests implementation date for GPS points that were negotiated for GPS cases. Management said they plan to implement those points in January 2007.

17. DCC: Overtime Matters: Union and management have agreed to a seniority based overtime system and will pilot that project in Regions 2 and 4 beginning in January. Jeff Johnson will be the point of contact person for the union and Bill Grosshans is management's point of contact person.

Respectfully Submitted, Laura Welle