

RAMSEY COUNTY LABOR MANAGEMENT COMMITTEE

MARCH 14, 2023 – 1430 hours

The LMC is intended to be a collaborative effort for open discussion and idea sharing. It is not a policy making committee, although through these sessions changes may be initiated and/or considered.

Attendance:

ECC Leadership: Jeff Mikulak
LELS #353: Tianna May
LELS #349: Cindy Barnes, Natalie Simonet, Kelly Skalsky, Jay Sliwinski, Tim Gannon (BA)
St. Paul Federation: No representation
RC Labor Relations: Cassy Fogale
Scribe: Shar Whebbe

REVIEW OF AGENDA and PREVIOUS MEETING NOTES (02.14.23)

Agenda and meeting notes were accepted without edits, however, action items were reviewed at the end of the meeting.

- Action Item: Pat Heffernan, Cindy Barnes, and Jeff Mikulak will work on by-law templates for the group to review at the next meeting. **Completed, and now in process.**
- Action Item: Jeff Mikulak will work with Pat Heffernan and Cindy Barnes on the wording on the current Overtime SOP. **In process and will remain on the agenda.**
- Action Item: Jeff Mikulak will follow up with Jon Rasch on the gap time in Kronos. Jeff will bring an update to the next LMC meeting and this item will remain on the agenda for the next meeting. **Completed. There will be no changes to this process.**
- Action Item: Jeff Mikulak will follow up with Jon Rasch on what time overtime shifts become available and brainstorm how to make the sign-up process more equitable. This item will remain on the agenda for the next meeting. **Completed. There will be no changes to this process.**
 - Action Item: LELS 349 requests this remain on the agenda for the next meeting and Jon Rasch will be invited to the next meeting for further explanation.
- Action Item: Jeff Mikulak will confer with leadership and send an email to Cassy Fogale to extend the shift pick-up incentive. **Completed.**
- Action Item: LELS 349 will send an email to all members to encourage attendance at the Hue Life sessions. **Completed.**
- Action Item: Jeff Mikulak will follow up on where union information can be stored with easy access to members if the file cabinets are removed due to the floor refresh. **In process and Jeff Mikulak will have Joe Dillenburg follow up with Cindy Barnes.**
- Action Item: LELS 349 will support the efforts and email their members to encourage people to sign up to be a CTO. **Completed.**
- Action Item: LELS 349 and the Federation will identify what the order of first requests should be, and Tianna May will work with supervisors to identify what they think the order should be. **In process and will remain on the agenda for the next meeting.**
- Action Item: Jeff Mikulak will follow up with leadership regarding stronger communication when employees are separated from service. Further clarification from leadership will be forthcoming. **Completed.**
- Action Item: Tianna May will work with the Training Team to get new TC pictures and bios out to the floor. **Completed.**
- Action Item: Jeff Mikulak will follow up with management as to the best way to display employee pictures and keep them current for reference for all. There may be a photo/attachment option in Kronos. **Completed. At this time, Director Nancie Pass is not comfortable with this process. There may be pictures of current employees displayed somewhere on the floor, but no photos will be attached in Kronos or in emails about an employee no longer working here.**

VOT SHIFTS and KRONOS SIGN-UP

Some supervisors are still manually signing people up for voluntary overtime before the employee is able to do so themselves in Kronos.

- Action Item: Jeff Mikulak will send an email to supervisors reiterating this practice should not be happening unless the employee is eligible to sign up but may be having technical difficulty. No one should be asking to be signed up for VOT before the shift is available in Kronos.

REQUESTING DATA SPOTS FOR MANDATES

Can staff picking up mandates ask to be put in a Data spot? There is inconsistency between shifts as far as moving people in and out. Some of this may happen as newer people are signed off and need data time.

- Action Item: Jeff Mikulak will have a further conversation with supervisors to establish a standard protocol for data assignments in relation to overtime/mandates.

MANDATES and CURRENT MINIMUMS

In the past 2 weeks, there have been 11 instances of the fire circle running short one to cover TC phones with data remaining full with 3 assigned. Due to the nature of the work in both areas, there is concern about fire running short instead of data. The current minimums are 5 in fire, 5 in law, 8 TCs, and 3 in data, and that will remain for now. However, supervisors should be checking the roster daily to see if there is room to move assignments around so fire can work with 6.

- Action Item: Jeff Mikulak will send the supervisors an email with the directive of reviewing Kronos daily.

BY-LAWS

LELS 349 and the SP Federation submitted drafts to Jeff Mikulak, and he forwarded them to Cassy Fogale and other ECC management. LELS 353 still has to review the drafts.

- Action Item: Jeff Mikulak will send the drafts to LELS 353 to review.
- Action Item: Once the drafts are completely reviewed, Jeff Mikulak will email the drafts to the entire LMC group for review prior to the next meeting.
- Action Item – Shar Whebbe will put this on the agenda for the next LMC.

SUPERVISOR DISCRETION

Some of the inconsistencies under this topic have been addressed above. However, there are overtime spots in Kronos that are being “blocked out” so no one can sign up for that spot. This is impacting both the law and fire circles. It’s possible this is happening so that TC spots get signed up for before law or fire. Leaving this open for sign-up could mean fire/data get pulled more often to cover TC spots.

- Action Item: Jeff Mikulak will bring this up to the supervisors via email.

NEW BUSINESS/OPEN DISCUSSION

Monthly QA should be done in person.

- Action Item: Jeff Mikulak will follow up with supervisor to ensure this practice is being completed.

Winter Safe Space is being reserved not only by officers but also by community members. Is there any reason community members are calling us to make a reservation and not calling WSS directly? This could be due to some community members having 911 only phones. It’s difficult to redirect the community, and this will likely remain the practice as it aligns with the ARI work and a more appropriate response for the caller.

There was a staff person mandated over daylight savings time which resulted in that employee only have 7 hours off between shifts. There needs to be mindfulness when mandating during these special circumstances.

The uniform policy is not being followed, particularly by people wearing business casual. Supervisors may be addressing this in private, but it’s consistently happening. With more visitors to the ECC, it’s important to uphold standards.

- Action Item: Jeff Mikulak will send a reminder to the supervisors to be mindful that all are following the uniform policy and to follow progressive discipline as outlined in contract language.

Shift bid should be coming up soon. LELS 349 is asking for a set annual date for consistency, and also some type of tracking so an employee has only 72 hours to make their bid and keep the process moving.

→ Action Item: Jeff Mikulak will check in with Jon Rasch and follow up with this group.

Per Cassy Fogale, in April the payroll deduction for LEC parking will be stopped, and as of 04/28/23 the overall RC commuting policy will be effective.

→ Action Item: Cassy Fogale will follow up with policy makers on the limited amount of parking available on this campus and follow up with this group at the April meeting.

NEXT MEETING:

Tuesday, April 18, 2023

1530 hrs – 1730 hrs

- LELS 349 will be running the agenda.
- Shar will send a calendar invite to all members and reserve the room.
- The April agenda will be sent out on 04.12.23 – all agenda items due by that date.

Meeting adjourned at 1618 hrs.

Respectfully submitted,
Shar Whebbe