

**MN Department of Corrections
MAPE Meet and Confer
Meeting Minutes**

August 24, 2021

1:00-3:00 pm

Microsoft Teams

Present: Dayna Burmeister, Brian Collins, Zach Gahm, Teri Hable, Angela Halseth, Daniel Karpowitz, Nanette Larson, Dori Maddox, Kevin Nelson, Ryan Patrick, Debbie Prokopf, Jessica Raptis, Aarah Saugen, Tabitha Schacht, Paul Schnell, Curtis Shanklin, Michelle Smith, Jackie Sovick Lonne, Josh Syrjamaki, and Lois Tucke

New Business:

1. Work groups and programming changes in facilities (MAPE)

Management stated meetings with leadership have been held and discussions are at the conceptual level. We will soon be transitioning into the implementation planning phase. The commitment to case management is to ensure case managers are involved in the design and delivery. We have a lot to learn from the people who do the work. We've got a framework and now we need to figure out how the job will be done. Conceptualize it, plan it and then implement it. MAPE asked how they will be involved or do they get involved in the implementation plan.

Management stated that the case management group is one of the largest changes. Management is committed to inviting case managers to the table. MAPE stated that if you invite employees to the table then you will get more buy in. Management stated they want to involve as many people as possible in the process.

MAPE also asked follow-up questions from the previous meeting held with management on hours of work.

Management stated that we are looking to expand the hours of programming at the facilities. Currently, most programming occurs between the hours of 7-3:30 which includes work, education, visiting, treatment, etc. We don't know what the future looks like yet. Looking at what rooms and spaces are available along with available security coverage. We are trying to expand education, treatment, and vocational opportunities. We are looking at information and opportunities.

Management also talked further about improving communications. MAPE asked how to eliminate some of the rumors. Management discussed creating an agency wide conference call. Management asked if that would help with communication. MAPE stated that anytime employees have access to information it helps. Management stated that we will work on doing something to improve communications.

2. Testing and vaccination policy (MAPE and Management)

a. How will testing be performed (when, how, on state time, etc.) for individuals unvaccinated or unwilling to provide this medical documentation. Privacy of medical records/choice?

Management is working on the process at the facilities. Right now, we are looking at testing at the facilities onsite 2 days per week, but this is subject to change. Implementing two testing days per site may help with anonymity. We may split the testing days at the facilities between Monday and Wednesday or Tuesday and Thursday. We are looking at two companies to work with to do testing for Central Office, Roseville, and Field Services. Management stated that they will be putting together some Frequently Asked Questions (FAQs) specifically for field service, Central Office, and facilities. This is such a work in progress. It is all subject to change. As of August 24, 52.9% of DOC staff have been vaccinated.

- b. **Field versus Facility; specifically, rural areas** – Management will be working with Field Services management to determine the product to use and the process.
- c. **Why not testing all given the concern of breakthrough cases?** – Management stated that we follow MN Department of Health (MDH) guidelines of when to test.
- d. **Opportunity for tele-work if test positive given COVID leave is no longer an option.** Management stated that telework options will remain the same.
- e. **Will the policy apply to contractors/volunteers coming into facilities?** DOC will focus on employees first, then move on to contractors, volunteers, etc.
- f. **If the new policy leads to employees separating from the DOC are there any contingency plans in place?** Management stated that DOC Leaders have been asked to make sure the Continuity of Operations Plans (COOP) are in place.
- g. **How policy applies to County staff working in County buildings contracted by DOC.** The policy only applies to State employees.
- h. **Who pays for the testing?** Most testing will be paid for by DOC. If staff refuse to use the DOC provided tests, then the employee will be responsible.
- i. **Management asked for staff's patience with a difficult process and hopes that MAPE will support vaccination for staff.**

3. Steps being taken to foster a positive work environment that is inclusive and equitable specifically around Person Centered Approach (PCA) for employees (MAPE and Management)

Management stated that groups have been meeting and talking about how to provide levels of support. The employee experience group created the framework and then will engage a broader spectrum of support to move it forward. There are a range of people involved. Next step will be to start talking about how to operationalize it across the DOC. Servant leadership – Train the trainer sessions will start in September. This is being led by Lisa Wojcik. The training will also be provided during Academy. New employee experience group – took a deep dive into an employee's experience when walking into the DOC. The next group discussed was performance empowerment – look at it from a different lens. Want employees to do great things. Implementing stay interviews. We want to improve the employee experience. MAPE asked how this trickles down to include employees. There are four sub-groups of 10-15 employees each. Group rosters are listed on iShare but are not all up-to-date. Management is working to update them. Management stated that each group reached out to employees in all different classifications. MAPE asked how people were chosen to participate in the process. Were they chosen or were people able to volunteer? For the employee engagement group emails were sent out to staff. Management stated that before COVID there were groups set up and opportunities available for employees to participate when working on the strategic plan. There were some employees who had been previously involved and we followed back up with them.

4. Career promotional process - How are inequities and subjective nature of the process being addressed? (MAPE)

MAPE asked how the subjective natures of the process are being addressed and is there an update. MAPE asked if management needs any assistance. Management stated that there is not much to update. Management shares MAPE's concerns. Curtis Shanklin and Brian Collins are meeting next week on this issue. Management wants integrity in the process. Management will follow-up with MAPE.

5. Need for DOC Policy regarding Court hearings via Zoom and Case Managers facilitating. Is there one being made/drafted? What inputs are you getting for making the policy? (MAPE)

Management has been meeting with court administrators. We are trying to figure out what court hearings will look like in the future. We want to look at using it more in the future. We will write a DOC policy, but we need to determine what the process will look like. A policy will not come out anytime soon. Management recognizes the time and energy it takes for employees. MAPE stated they want to keep this on our radar.

6. **Are there any plans to discontinue covid time tracking (MAPE)?** MAPE stated that employees are required to enter their time on a spreadsheet then it must match the timesheet. Management stated that they do not have an end date.
7. **Legislative session update (Management)** Management stated that we are looking at policies, bonding, and supplemental funding. Looking at what covid response needs are. If MAPE thinks of things that operationally might make sense to bring forward or that the Department should look at, let management know.