

# Meeting Minutes: MNIT Meet & Confer

Date: 2/2/2022

## Introductions & Housekeeping

MAPE Team Members: Greg Naumann, Tyrone Plunkett, Jed Becher, Lyz Martin, Jed Becher, Frank Cave-LaCoste, Axelina Swenson, Kassie Church

Management Team Members: Chad Thuet, LaNesha Bryant, Brian Fitch, Rachel Dopson

## Agenda Items

### Work Evo/Covid - Greg

* Important to let employees know that if they would like to work in an office but don’t have an office space (i.e. Pine and B&B staff), that they can use space at COB.
* Provide an idea of a return to the office date.
  + In the past, it has been helpful to provide dates, such as “Expect to continue teleworking until at least [date]”
  + This helps employees with planning
* Higher rates of Covid potentially impacting employees
  + Any discussion of reinstating Covid leave?
  + Agencies still requiring employees to be in the office despite the rise in cases of Omicron

Management response:

* Want people to stay out of the workplace if possible due to increased Covid cases and don’t want to confuse employees by telling them they can work in the office. If employees have a business need to be in the office but no space, they should reach out to MNIT HR to work on finding space for them.
* As soon as a date is mentioned it seems to change. Taking the lead from MMB and not providing a date at this point. Will provide plenty of advanced notice before requiring return to the office so employees are able to plan accordingly. The future will likely be somewhere between the current 100% telework and past practice – whatever makes sense for business partners and citizens we serve.
* Haven’t heard of any talk of reinstating Covid Leave – previous institution of this was part of Governor’s Executive Order. There was previously an OSHA regulation that would have provided some leave, but that was thrown out in court.
* Agencies were told to telework through mid-February. Jon confirmed that DPS and DOC have minimized the number of employees in the office. DPS management is in the office 3 days a week but they are in offices where they can isolate themselves.

### Policy Updates - Jed

* Policies training includes an acknowledgement that employees will review policies - it would be nice if there were an easy way to identify updated policies.
  + Perhaps a way to filter/sort by updated date
* Recent email sent to all MNIT employees with policy updates was helpful.
* Reminder that per the bargaining agreement, all policies are to be run by MAPE prior to effective date.

Management response:

* Policy library does have the ability to sort – newest is most recently updated
  + Noted that the sort feature isn’t working properly – will look into this
* History on each policy notes changes
* Noted that if employees are expected to attest to keeping current with policies, we need to have a way to do so.
* Management is willing to present MNIT policies to Meet & Confer team for input but can’t do the same with statewide policies (MMB generally sends those to MAPE ahead of time).

### Town Halls - Kassie

* Scheduling items:
  + Please don’t schedule over the lunch hour.
  + Please try not to schedule on Fridays as a lot of staff have this as a flex day.
* Allow a minimum of 10 minutes (preferably 15-20) for Q&A
* Elicit topic ideas from staff – what do staff want to know more about?
* Perhaps have separate meetings for different work areas

Management response:

* Chad has passed feedback along to Communications Team and they received the same feedback after the last Town Hall.
* Reminder that Town Halls are recorded and posted to the Intranet and can also be accessed by joining the meeting after the fact.
* Management has committed to quarterly Town Halls and sometimes struggle with topics so suggestions are welcome.

### Performance Review Committee - Andi

* Who is on this committee? We would like to ensure MAPE representation.

Management response:

* No committee to look at the assessment – may happen in the future but equity change plan group will be looking at various aspects of the process.
* Previous workgroups came up with the 7 competencies currently in use in the current review process which has been in use around five years.
* Performance reviews could probably use another overhaul.
* Equity change plan work is being done to look at ten initiatives (led by Sarah Herder-Lewis)
  + One of those initiatives is to look at the equity of performance reviews
  + Also trying to learn from feedback given in exit interviews
* Received 517 responses to the survey about performance reviews – that is being compiled into a dashboard and results will be shared with all employees
* There are MAPE-represented employees involved although no one from the M&C team; if interest existed on the M&C team, management offered to connect them with the group

### New ITS Classifications & Wage Equity Adjustments - Axelina

* What is the status of these?
* How can we action on these?

Management response:

* ITS classifications
  + New position proposed to MMB: “IT Consultant Senior” position at 27P tops out at $160,000 salary
    - New and distinct work with knowledge that must be displayed at the outset
    - Would initially be an Unclassified position
    - This is work that is generally done by contractors at this time
  + Need to work with MMB to break into the higher classifications and prove that work is different than the current ITS classifications
  + Unclassified because these will be skills in high demand today but it is hard to know if they will still be in demand in 2-3 years. This will be more palatable to MMB.
  + Possibility of converting the positions but there is not equivalent permanent classification at this time.
* Wage equity adjustments
  + Have made requests as they’ve come in
    - 4 or 5 have been submitted to MMB and all have been approved so far
  + MAPE hears about historical inequities where people had suppressed wages for many years due to being hired at a lower rate than peers but now it appears equal as they’ve topped out.
    - Is that anything that can be considered?
      * It is difficult to go back and recreate documentation that existed at other agencies to show that the inequity existed and how to make it right.

### Minimum Requirements on Job Postings - Kassie

* Agile Transformation Manager indicates that experience as a Systems Architect can substitute for Supervisory experience but no mention that Team Lead/Project Manager experience counts.
  + Why would an architect position count for supervisory experience but not lead/PM positions?

Management response:

* Have always required supervisory experience at this level, but a few years ago Systems Architect experience was added.
  + MAPE noted there seems to be a disconnect because someone who is an architect doesn’t necessarily have any experience leading/supervising workers where a Project Manager would have that experience.
* Would like to hear recommendations of minimum qualifications from MAPE – MAPE will get some documentation together for management.
* MNIT does have to provide information to MMB.
* Utilize the supervisory [job classification comparison matrix.](https://intranet.mnit.mn.gov/assets/Supervisor%20Matrix%20_tcm1102-314010.pdf)
* MAPE noted that perhaps Tactical Planning can tackle this issue. Management did note that will likely have to wait until the 2023 Tactical Plan as the current Tactical Plan is well under way.