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| Meeting Agenda | MAPElogo_CMYK |

# Meet & Confer Meeting Agenda

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| INFORMATION | |
| **Date:** | July 9, 2025 |
| **Time:** | 12:05pm – 1:30pm |
| **Room:** | Virtual (Teams) |

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| --- | --- | --- | --- | --- |
| Attendance | | | | |
|  | | Ann Adkisson (Chair) |  | Brian Fischer |
|  | | Brandon Clawson |  | Nikki Engen |
|  | | Joe Sullivan (Secretary) |  | Alex Bajwa |
|  | | Jeff Gintz (401 President) |  | Emily Moen |
|  | | Cara Hofreiter |  | Nic Frey (MAPE Business Agent) |
|  | | Chris Determan |  |  |
| **MANAGEMENT** | | | | |
|  | Vikki Getchell | |  | Suzanne Tillman |
|  | Rachelle Schmidt | |  | Sean Early |
|  |  | |  |  |
| **GUEST SPEAKERS** | | | | |
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## Welcome – All (5-10 min)

# MANAGEMENT TOPICS

MDH Site – What have you heard regarding this? We have heard nothing, notifications went out last week.

Ann – I haven’t heard anything

Nic – Me neither, can you share what was in the notices?

Suz – MDH did not renew leases due to space constraints, we are currently looking at other options, communication was to continue teleworking for now until solution secured. If we are able to secure other locations we would ensure they are able to accommodate 50% in office.

# OLD BUSINESS

# MAPE Present: Ann Adkisson, Cara Hofreiter, Christopher Determan, Emily Moen, Nikki Engen, Brandon Clawson, Jeff Gintz, Brian Fischer, Alex Bajwa, Nic Frey

Revenue Management Present:

# Revenue Mgmt Present: Vikki Getchell, Sean Early, Suzanne Tillman, Rachelle Schmidt

# SALES TAX WORKLOAD METRICS CONCERS -Cara (5 MIN)

* **Topic**: Project is still ongoing, but evaluation is leaning heavily on reviewers to determine if they believe the auditor was “efficient” in their use of time under several questions. Subjective and opinion based, not factual. This should be part of the supervisor’s review process of the employee, not a reviewer.
* **Request:** Update on complexity scoring project?
* **Cara –** Review of audits for project has turned into whether auditor who did case was efficient, this is very subjective and should be addressed between supervisor and employee, not necessarily addressed in this review, there was a simultaneous project going on that looked at complexity scoring as well, we would like an update on the complexity review project. As part of sales tax workload cases review we’re not reviewing highly complex cases, some of the basic cases are taking as long as complex cases.
* **Rachelle –** I did connect wth sales tax, first project they are drafting recommendations to be reviewed by SUT leadership, as far as the reviewers determining efficiency, it is only being used in context of the project, not employee’s performance review.

## Interview/Hiring inconsistency - Ann (5 min)

* **Topic**: Inconsistency in the interview process.
* **Request:** Any update from Career Development Services?
* **Suz –** This needed to be paused during RTO transition due to workload, we’re working in partnership with them, whole overview of the application/interview process, working through the nuts and bolts of what that looks like to put things forward for senior team conversations, should have update by next meet and confer

# NEW BUSINESS

## Security and hours of work - Jeff (10 min)

* **Topic**: During Employee Appreciation, employees that forgot their badges were turned away. There is no security if you start at 6-7am.
* **Background**: Policy of an employee forgets their badge
  + Temporary Badges Temporary badges are valid only for the day of issuance and must be returned on departure at the lobby front desk or the after-hours drop box. Temporary badges are tenant specific:
  + Revenue requests can be made from 8:00 a.m. to 4:30 p.m. through the Capitol Security Officer. Proof of identification is required. Call Capitol Security at 651-296-6741 for temporary badge requests outside standard hours.
  + OAH employees and visitors must register with the OAH lobby receptionist or security officer. Requests can be made from 7 a.m. to 4:30 p.m. through the OAH receptionist or security officer. • If a MNIT employee forgets their badge, they must call MNIT Reception Central at 651-201-1118 between the hours of 7:30 a.m. to 4:30 p.m.
  + MNIT visitors must register with the MNIT Receptionist by calling 651-201-1118 or ask the lobby front desk for assistance.
* **Request: Why were people being turned away? How many temp badges does Rev have? If you are waiting on security before 8am or have equipment issues, but are at work timely, why are you being asked to take vacation time?** Parking and badge access. Walking down the ramp?
* **Suz –** We will give feedback to admin, Revenue doesn’t own the parking spaces, Admin does. Admin is looking at parking due to increase in employees on campus, if an individual doesn’t feel safe, they can call capitol security, wait in the building.
* **Cara –** Part of the concern is at 6:45 am people don’t feel safe waiting in lot in the dark for an escort.
* **Jeff –** yes, and it makes more sense for after work people can just wait in the building
* **Suz –** We will send feedback to admin
* **Jeff –** Concern is if we’re talking employee safety and this has to be pushed to admin maybe we need to sit and talk with them, if the answer is we have to talk to admin and admin won’t do anything that isn’t acceptable
* **Suz –** We don’t disagree, we are in the same boat, there are conversations happening, if MAPE would like to engage in convos with admin themselves that can be looked at, we don’t want to sound dismissive we share these concerns
* **Ann –** Can you facilitate a meeting
* **Suz –** we can look at that and see what options are, we haven’t done that before
* **Sux –** Badges, are people still being turned away now?
* **Jeff –** If a security guard isn’t there until 8am, large number of employees start before then. What happens to employees who can’t get temp badge?
* **Suz –** Policy is that they should call capitol security, Revenue not looking at staffing for additional 2 hours for the rare occurrence that someone can’t get a badge.
* **Cara –** Is the capitol security number posted on the doors? Perhaps post that in a visible spot, especially on initial days of phase 2 and 3 return
* **Suz –** We’ve been working on getting word out to employees that they should have these numbers on their phones at the ready just in case
* **Brian –** If I start at 6 and I forget my badge, if they don’t get to me for 45 minutes to an hour how does that work with vacation time? Doesn’t seem fair if forced to take vacation time because their not staffed
* Suz – I haven’t heard of those circumstances happening, if it is we would have to look at timely response
* Jeff – These are valid concerns people have for their safety
* Cara – I haven’t seen the advertisements you referred to
* Suz – It’s in rspace, badge policy
* Cara – maybe an email to employees would be a good idea
* Suz – yes, we can include those in the biweekly communications
* Cara – Doesn’t diminish Jeff’s concerns, we need to have someone on site for the entire core hours Revenue is open
* Suz – We will take this back, share concerns with senior management, they take safety and security very seriously
* Nic – Are security hours for different buildings different?
* Suz – I assume everyone is a little different, not all buildings have public facing services, etc.
* Ann – Is this an issue of Revenue not wanting to pay for a guard on site? Budget concerns?
* Suz – I can’t speak for certain, there are budget ramifications of staffing additional hours, we’ll try and get more info.
* Jeff – How does parking work if employee forgets badge
* Suz – They would have to walk the ramp
* Jeff – Are there any other solutions to this? Seems dangerous
* Suz – Temp badge return is required, I’m not aware of a work around
* Cara – Would security be able to escort you into the ramp elevator area?
* Rachelle – They would be checking your info to verify before they would do that
* Chris – Does the tunnel require badge access?
* Suz – Yes it does

## Telework Revocation -Cara (10 min)

* **Topic:** As discussed at supplemental negotiations.
* **Request:** If an employee who is on a telecommuting arrangement is directed to work from the office as part of a performance improvement plan, the following conditions shall apply:
  1. All rights to the employee outlined in the Article 27, Section 1 (J) apply.
  2. A business need for the directive to work on-site shall be provided to the employee.
  3. The return to office directive shall not last more than six (6) months unless performance has clearly not improved.
  4. Clear and reasonable goals shall be provided to the employee, with an opportunity to return to their telework arrangement once the goals are met.
  5. The employee will be provided with a list of available resources at the on-site office to assist the employee in meeting their goals. This list of resources shall include, but not be limited to, an on-site supervisor the employee can go to for support.
* We’re asking that some conditions to apply, we feel some people have been required to be in the office for extended periods of time and have no idea how to get back to a normal teleworking schedule. Asking that this doesn’t go on forever without regular check ins, that they be provided clear goals so they know how to meet them, that they have resources on site.
* Suz – We’re working on procedural teleworking procedure 2.0, looking ahead to phase 3 when vast majority of staff return, updated to include some language to have clear standards to how employees can meet improved performance. We don’t have a draft yet, working through it with Revenue’s policies
* Ann – Can we have a seat at the table for that?
* Suz – Not yet, once we reach a certain point we can share language but we have to some preliminary conversations first
* Cara – Do you have a timeline?
* Suz – We won’t know until next week
* Cara – Could you get back to us and talk options after the meeting next week?
* Suz – We have been bumped from the senior meeting previously due to competing priorities, just a heads up it could happen again

## 35 mile standard for Lunch reimbursemenT - Brandon (10 min)

* **Topic:** As discussed at supplemental negotiations.
* **Request:** The noon meal reimbursement is calculated based on where the employee starts their day (e.g. home if they're a teleworker).
* **Suz –** That is something in the conversation stage, where the start and end will be, still ongoing.

## Cross Training/Shadowing in different tax types - Joe (5 min)

* **Topic:** As discussed at supplemental negotiations.
* **Request:** Shadowing opportunities be implemented Agency-wide
* **Suz –** CDS is working on larger job shadowing/mentorship combo, people want to understand different paths for careers while others just want an understanding of other work without changing career paths. We’re working through concerns of data security, other concerns, etc. It is something being actively worked at so program can be implemented.

## Gender Neutral bathrooms - jeff (5 min)

* **Topic:** There is only 1 gender-neutral bathroom (4th floor?) and it is not able to be accessed by all employees.
* **Request:** Where will the new gender-neutral bathrooms in Stassen be located for employees and why is there not an option for public use?
* **Suz –** There is one on the fourth floor accessible to all employees, caveat the fourth floor is under construction, you may need a hard hat during construction. Please let us know if employees can’t access. Larger conversations happening with admin and mnit/oah to see what other options may be available to add additional bathrooms
* **Vikki –** We put a committee together with the tenants to discuss additional gender neutral bathrooms on ground floor, and looking at getting some on first floor. Admin owns building.

## Air Quality in Stassen - jeff (5 min)

* **Topic:** Dale Dorschner promised at the May 6 Commissioner’s Forum to provide evidence that the air quality in Stassen was healthy. To date, we have not received anything as he promised.
* **Background:** Local 401 President emailed Dale on May 22 again requesting this information, no response.
* **Ask:** Provide a copy of the most recent air quality report as stated at the Commissioner’s Forum.
* **Suz – We’ll have to get back to you to see what admin can provide**
* **Jeff – a lot of what we have is anectdotal evidence of people getting headaches, sneezing, sick, etc. went away after telecommuting.**
* **Cara – also important for ADA issues for some who have triggers**

## Employee Safety Concerns - Emily (10 min)

* **Topic:** Employees having to use their full names when sending letters or doing onsite visits.
* **Background:** In light of recent events with public figures, employees have brought this to our attention yet again. Divisions do not have the same policies. Collections is required to give their full name and bring business cards with the collector’s full name to site visits.
* **Request:** Use employee identification numbers, such as the IRS does, when sending letters, when customers ask for your name, or when using business cards and doing onsite visits.
* **Suz –** This is something we’ll reach out to the tax divisions and see that safety measures are in place, we will get back to you
* **Vikki –** Are employee id numbers public information?
* **Brandon –** They are
* **Alex –** You can download them
* **Vikki –** There are discussions on what we can do to protect our employees
* **Cara –** I’ve had to hand over my ID to access TP sites, would be nice to have something official from Department, once they have my driver’s license they have my address
* **Vikki –** Yes that is concerning
* **Emily -** We recently had a policy regarding preferred names, possibly have a preferred identification
* **Vikki –** We’ve also discussed employee aliases
* **Jeff –** We have been getting feedback, this is the first time they’ve been thinking about this after the recent tragedies.
* **Alex –** The attorneys have concerns regarding sovereign citizen issues that come up. My spouse is not happy that tax protesters know my full name

## New Telework info (5 min)

* **Topic:** [Teleworking at Revenue](https://mn365.sharepoint.com/sites/MDOR-Work-Arrangements/SitePages/Teleworking-at-Revenue.aspx)

[Request to Meet and Discuss the Telework Arrangement](https://forms.office.com/pages/responsepage.aspx?id=RrAU68QkGUWPJricIVmCjHDHdhyASX5Gl7le6sJauy5UOTJXMlVBV1I0VVQ5WFFEMExHQ1ZONFhBNiQlQCN0PWcu&route=shorturl)

[Appeal the Telework Arrangement](https://forms.office.com/pages/responsepage.aspx?id=RrAU68QkGUWPJricIVmCjHDHdhyASX5Gl7le6sJauy5UQlIwNTlCNkVJUEJWRjdCR0QyVVVQMEUxQiQlQCN0PWcu&route=shorturl)

* **Ask:** Put out an announcement so employees know about these updates and forms.
* **Suz –** We don’t have direct communication on appeal yet, we’re managing in phases. We’re trying to manage this as efficiently as possible, don’t want employees acting too far out.
* **Cara** – I had one employee that came to me and I don’t think they got all the information because they were confused, then they did fill out the form but they don’t know where that info went. The supervisor apparently knew about the form but the form doesn’t show anything about who the form goes out to. Maybe put the formula response in there so they get an email stating where the info went and it is process.
* **Suz –** We can take a look at the form and the language
* **Rachelle –** When that is submitted HR gets it, we notify the supervisor about next steps
* **Cara –** Would like to request there is an acknowledgement
* **Rachelle –** Once the form is received there is an acknowledgement that will go out

Not on the agenda:

* Wendi and Cara received a notice of discipline on an employee, after the time limit for the Loudermill had expired.  This is just going to be an fyi to mgmt to do better before there is a formal complaint.
* Student Loan delay- which they may bring up in their management topics… but we can at least ask what they plan on doing since it is delayed.
  + Suz – With new fiscal year, taking a look at usage so what we do is as equitable as possible and within budget. Some people front load to first quarter, want to make sure it doesn’t happen at expense of others in fourth quarter. Once a year seems to best way to do it so you can see what everyone submitted all at once
  + Alex – I just want to make sure you’re aware, for the past year and change anyone in a SAVE plan has been on administrative forbearance Mohela, so using past year may not be a good measure
* Attorney M&C – Ann, the attorneys were promised they would have an meeting after the legislative session, hasn’t happened yet
  + Suz – Had in my notes we would schedule something in summer after movement document
  + Brandon – doc may not be ready yet, we are looking forward to getting another meeting on the calendar
  + Suz – You want to wait until after document ready?
  + Brandon – Yes that’s fine, it is going to be ready soon