Meet & Confer

Minutes

**Date**: February 15, 2022

**Time**: 10:30am

**Facilitator**: Meet & Confer

# In Attendance

**Management Attendants**: Yia Her, Sean Early, Rachelle Schmidt, Alyssa Haugen, Lee Ho

**MAPE Attendants:** Joe Sullivan, Kristine Moody, Nic Frey, Ann Adkisson, Nikki Engen, Brian Fischer, Emily Moen, Sally Wakefield

# Update on Telework Policy/Expense Policy - Ann

Ann - Is there an update on the telework and expense policies?

Yia – We will be adopting the enterprise telework policy, future of the workplace group solicited feedback, reviewed feedback, working to review and add additional Q&A for management, plan to roll out by the end of February after approval by senior management.

* + Telework acknowledgment form, working on logistics of administering this virtual form for all employees
	+ Travel Policy – working to update, HR is working on finalizing the language and proposing it to FMD, once finalized will be posted and info shared.

Nic – Were there any major changes to telework procedure i.e. removing a telework agreement?

Yia - Those pieces will continue to stay

# MMB Mask Requirement – Brian

Brian - Some employees having difficulty communicating with taxpayers on phone when masked. When they’re at their desks they must wear mask at all times, used to be you could take mask off while at desk. They’re requesting to take mask off at desk, it’s too hard to be understood on phone.

Rachelle – Mask policy did change on 1/10, no longer allows employees to remove face mask at cubicle. We did inform division in this situation that mask can be removed for phone call, other exceptions include employee in a room with floor to ceiling walls, eating/drinking, identification purposes, alone driving in car on state business, catchall for situations it would create hazards etc.

Brian – does this apply to all divisions? In collections we talk on phone sometimes 60% of the day

Rachelle – Each division should be having conversations with director about exceptions for their positions.

# Same Day COVID Test/Screening – Sally

Sally - An employee who starts early 6:30 am, used to be able to prepare documentation the night before and print it off, now when they come into building there isn’t anyone around for the health screening questions. Are people still allowed to enter building with nobody to show health screening docs to?

Rachelle – Multiple components employee must show, first vaccine attestation must be completed with HR, if not vaccinated they must consent to test, can enter building after test regardless if test results are back yet, need to complete health screening questionnaire, can be completed at table outside Stassen and put into drop box, don’t need anybody to collect it or give it to someone like we did at the beginning of the pandemic, just submit to drop box or complete it electronically via online form. There used to be a 10-minute window of time exception to going through the process, that exception no longer exists, now everyone going into office must go through the steps. There’s not a three day wait time on the policy, what we recommend is reach out to HR consultant, we would do real time approval process with HR and work with employee to provide access needed so they can get what they need from building.

# Denial of Access to Outlook – Kristine

Kristine - An employee was being investigated, had all access removed to outlook, investigator requested documentation, but employee didn’t have access to outlook to search for it.

Rachelle – As part of course to investigation because they don’t have access HR is working with MNIT to get a copy of outlook for the timeframe in question so employee can provide documentation

Kristine – So process going forward is to ask HR to request info from MNIT?

Rachelle – In this situation the employee is on administrative leave so more of a unique situation, so we’re working with them to get the documentation they need, the investigation isn’t going to be closed until they can obtain the documentation they need. We’re working on figuring out how to get the information to the employee. Kristine – Is this a one-off or new process going forward?

Rachelle – more of a unique situation, depending on the future I can’t say but we will know the process with MNIT if this occurs in the future

# Resuming of Joint Labor Management Group – Sally

Sally - Elizabeth had pulled together another forum for labor and management to meet and we were going to set up meetings twice a year where management and all collective bargaining unit unions could meet together, when Elizabeth left this fell off, asking for meetings to be resumed

Yia – We would like to resume this as well, some of our other labor partners have changed as well, we need to reestablish connections with the other leaders and coordinate restarting the meetings.

Sally – One of the things we talked about was potentially fingerprinting employees for FTI access?

Lee – Currently in a holding pattern waiting for approval from Justice Department, once we have legislation approved, we need feds to approve process after reviewing legislation

Sally – When might this process occur?

Lee – Once feds approve, we would start process, potential pilot program

# Bi-Lingual Stipend - Nic

Nic - Anticipation of passing contract, there is language regarding stipend for bi-lingual duties. Does Revenue have any such employees, will we implement?

Yia – Are there any positions with a language requirement? Yes,

Nic - Is this something the agency is considering applying?

Yia - Yes, we are considering it, good for recruiting and retention. We did partner with MMB to look at actual article language and how it would be applied at different languages, our agency hasn’t had a chance to review newly released MMB guidance yet, we plan on reviewing.

# Next Meeting

Date | time, Location

Motion to adjourn was made at 9:00 p.m. and was passed unanimously.