

# MnDOT & MAPE Statewide Meet and Confer Minutes

**Date: March 1, 2023**

**Time: 9:00am-10:20am**

**Location: TEAMS**

## Agenda

### Welcome and introductions – Teresa Chapman/Brad Heckes 9:00-9:10 a.m.

**MnDOT Management**: Brad Heckes (Labor Relations), Sandra Bluth (Labor Relations), Deb Allen (LR), Michael Beer Engineering Serv, Jeff Perkins (Ops Division), Karin Van Dyck (Asst Commissioner) Bonnie Wohlberg (HR Director), Stephanie McCartney (Labor Relations) Corrie Cahoun (Agency Services), Kim Collins (Deputy Commissioner), Cindy Gross (Ops Division Business Manager, Jay Hietpas (Ops Director), Kay Pearson (Labor Relations)

**MAPE**: Teresa Chapman (Co-Chair), Gabe Perkins (Co-Chair), TJ Melcher, Robert Clarksen, Margie Nelson, David Heath (MAPE Business Agent)

### Student Loan Reimbursement update- Deb Allen 9:10-9:25 a.m.

If MnDOT participates in the Student Loan Reimbursement pilot, will it be limited to hard fill positions and if so, what are MnDOT’s hard to fill positions?

* Deb provided an update. Deb shared at looking forward to moving forward with a pilot. Parameters of the pilot have been established. Management is working on those policies, procedures and creating parameters. No current date in mind. Pilot is anticipated to be broader than hard to fill positions.
* Bonnie Wohlberg shared examples of hard to fill vs shortage occupations.
* MAPE asked for regular updates on how to the pilot will be progressing.

### Work Evolution, Vision and Opportunity update- Karin van Dyck 9:25-10:00 a.m.

* **MnDOT’s Work Evolution, Vision and Opportunity (EVO) Plan update- Karin van Dyck**
	+ iHUB- Work EVO [Evolving Vision and Opportunity - MnDOT (state.mn.us)](https://ihub.dot.state.mn.us/evo/index.html)
	+ Marnie Karnowski from HR remains on the project with the focus on people, space, and technology. She is working with groups to get feedback, input. There is a feedback form to bring back concerns regarding telework/hybrid. Site also includes updates to the plan.
	+ Link to EVO Hyrbid Feedback Form

[Feedback - Evolving Vision and Opportunity - MnDOT (state.mn.us)](https://ihub.dot.state.mn.us/evo/feedback.html)

* **Telework- Deb Allen** *(9:35-10:00 a.m)*
* Standards and tools to assist managers and supervisors determine in office staffing based on business need.
	+ [MnDOT’s Work EVO Plan: Transition to Voluntary Telework (PDF)](https://edocs/edocs_employee/DMResultSet/download?docId=19074139" \t "_blank):
	+ [MnDOT Supervisor Telework Considerations Form](https://edocs/edocs_employee/DMResultSet/download?docId=13644067)
	+ Deb Allen-Provided an update on telework and how telework business needs are defined from the WORK EVO Plan. MnDOT supports the hybrid environment when it meets business needs. Deb shared some examples of the criterial for telework eligibility and others such as the 30- day notification for employees to return to office. Employees can return to workplace sooner. There is a justification/consideration form that supervisors complete if a staff worker wishes to extend their telework agreement to full-time.
	+ If a telework agreement is denied, there is an appeal process where the district engineer or division director can review the agreement and make the decision.
	+ Out of state Telework Agreements/Request. This is a topic being discussed between Human Resources and the Operations Admin Managers Group. Nothing has been finalized. Process is in review. The topic would address how long an employee may request to telework out of state.

# Space Utilization updates- Christopher Moates &/or Stephen Terhaar *(10:00-10:15 a.m.)*

* + MnDOT has hired a consulting firm. Chris Moates is the project manager of the Cunningham Architecture Firm contract. Group is looking at existing space, future space needs and the need to provide the physical spaces staff need to complete their work. Goal is for the contract to be completed by June 30th. Group has toured St Cloud Office and the 2nd floor of the MnDOT Central Office. Group is reviewing data such as how many days of the office do employee’s commit too? This is what the office space looks like. Space could be figured for those commitments.
	+ There is a Dept of Admin Real Estate Strategic Plan. CBRE is the contractor. The CBRE contract is managed the Dept of Admi. The focus of that study is looking at amenities around the broader capitol complex, parking, etc. Plan should be ready for review shortly. MnDOT hopes to align some of our space study need findings to the statewide dept of admin study findings. The possible outcome could be more shared offices with other agency departments.
	+ Great discussion on security aspect of space utilization. MnDOT is looking at incorporating past study results into the current utilization studies to see how building security can be enhanced in some of our reception and other building areas.

### 4. Wrap-up and future meetings – Teresa Chapman/Brad Heckes 10:15-10:20 a.m.

Our next meeting will be June 6th- Tuition Reimbursement suggested as a topic. Meeting adjourned at 10:05AM.

## Future scheduled meetings:

* + - * + Wed 03/01/23, 9-10:20 am
				+ Wed 06/07/23, 9-10:20 am
				+ Wed 09/06/23, 9-10:20 am
				+ Wed 12/06/23, 9-10:20 am