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# October 2023 Meeting Agenda

## October 25, 2023, 1:00 pm-3:00 pm

## Meeting overview (5 minutes)

* Review agenda and time allotments
* Review action item spreadsheet and status of tasks (attached)
* Update spreadsheet and de-highlight items

# Old Business

## Wildfire—Fire Boots (everyone’s favorite subject-Megan E.)

* MAPE’s current knowledge status--see notes below
* **Guidance on boots** – Still waiting on guidance from Forestry. Had heard internal rumblings are saying DNR safety became involved and said fire boots are required safety item and Division needs to provide to employees. Employees and Area supervisors are being told to wait on boots. What is the status?
  + **FORS approved $175 reimbursement for fire boots. By 3/15/2023, Denise was going to was send an email about how to submit reimbursement. This was updated during supplementals to an email being sent after 5/16/2023. Still waiting for finalization between FORS and Safety.**
  + **FORS working with Safety to finalize guidance and send out guidance to staff on boot reimbursement.**
  + **Supplemental agreements**:
    - As discussed, DNR Safety has determined that fire boots are Personal Protective Equipment (PPE), and will be provided to employees. The agency is actively working to identify vendors and a process by which employees will be provided this PPE.
    - Management sent correspondence to MAPE to recognize that fire boots have been determined to be PPE.
    - Management will also make necessary amendments to the DNR’s policies as a result of this change, which will include any necessary updates to the Division of Forestry’s Fire Business Manual.
    - Fire boot reimbursement eligibility will date back to the original AFSCME, MAPE, and MMA and DNR management agreement dated December 27, 2021.
    - On-call communication as agreed to in supplementals—plan for communicating changes to supervisors and staff. Retroactive date of 8/19/2023.

### Notes

* MAPE: Retroactive to Dec 2021 for safety boot reimbursement.
* DNR HR: creative option for allowing staff to try on shoes may have a shoe truck come to a site for employees to size and purchase using a p-card.
  + Have to use the state contract for safety footwear, there is an exception for that.
    - Broad exception, provide a reason signed off by someone at the agency to approve it.
    - Supervisor responsibility to get approval to deviate from the contract OR go straight to safety administrator to get an exemption.
    - FAQ will be provided. Next week 10/30/23-11/3/23
      * Will include how to apply for an off-contract boots/safety gear
* For staff eligible for reimbursement

## Naturalist update (Megan B.)

* Have any decisions have been made? Have any programs or processes been modified to support staff better?
* MAPE: What are DNR plans to support naturalist positions?
* DNR HR: PAT supervisors/leadership plan to address it at a 2-day meeting meeting soon, unsure on how robust the agenda is, may not have mentioned it specifically.
  + MAPE will confer with our committee members for outcomes from that meeting and connect back with management at January MC.

## Hours worked for purposes of overtime (Dan/Megan E.)

* + Clarification of contract negotiations and current status
  + MAPE’s next steps
  + Asking for support from Management

Dan – hours of work for the purposes of over time held up at MMB level?

Adam – Response: it is an enterprise situation across whole contract. HR is deferring to MMB to make that decision, DNR HR not prepared to respond on this topic.

Dan - takes to Governor to move MMB, states the MMB line of the enterprise impact is not a logical argument as Wildland fire is the only group in the state that moves from Exempt to Non-Exempt with 48 hours notice to respond to emergent dangerous public safety and public health situations.

## Reclassification Q+A (Jed)

* + Follow-up question re: communication series reclassification. Is there a rough timeline established yet for when it is likely to be completed? (Jed)
  + Grants series reclassification upgrades and communication (Monica)
* New communications classification
  + DNR HR did not get all position descriptions as requested
  + Needed to seek more, have a total of 95 positions that are being looked at
  + Some position descriptions are missing information.
  + Separated into buckets of work such as Social Media, Communications, Outreach…
  + Huge lift to reclassify, need to come up with benchmarks for types of work.
    - Work in addition to all the ongoing work.
    - trying to balance this project (95) against all the other reallocations (approx. 100)
    - Relatively new team doing these reallocations.
  + Needed to develop minimum qualifications for the new class series, wanted to make sure we are looking at classifications.
  + The goal is to get them wrapped up after sometime after the first of the year.
    - 27 complete as of this meeting
    - Need to complete the whole group and then roll them all out at the same time.
  + Mapping out and then implementation plan (to come after)

1. **Two-way Feedback loop of supervisors and staff (Jed/Kristi)**

* This was brought forward during the July 2023 meeting
* A follow-up meeting happened with HR and MC representatives Jed and Kristi
* What are the next steps?

MAPE

* Should a steward bring group issues to HR informally?
* Need an FAQ for these situations.
* Performance review (should not be a surprise) vs relationship management

DNR HR response

* Mixed message formal vs informal way of bringing these types of things up
* When things are brought to HR not in the form of a complaint
* Putting something in the supervisor policy about a way to seek input from employees.
* Reluctant to make it a formal process because it might not achieve the object of increasing staff comfort.
* Considering tools to make available for staff
* Path toward mediation? Facilitated meeting to solve problems.

MAPE and Management brainstorming ideas to facilitate feedback:

* Opportunity to share things comfortably.
* Staff liaison, non-HR staff to carry information, or provide
* [Resolve](https://mn.gov/mmb/segip/health-and-wellbeing/eap/resolve.jsp) (via MMB) for supervisors or employees to help navigate issues, not associated with management of an organization. Specifically work in organizational health
* **DNR HR : Plan to do more research on available options** 
  + **speak to leadership about available options and to test the waters**
  + **Next step for DNR HR to bring options or proposals to the next meeting.**
* **Megan agreed to meet with additional M and C chairs to discuss how feedback loops are implemented across other agencies both within and outside of a complaint process.**

# New Business

## Vacation Accrual credit (Megan)

* DNR has capped the limit at 5 years. MAPE is hearing that DNR is not participating in vacation accrual.

### Notes

* DNR HR following new language in the contract providing a broader application of
* Not the supervisor that decides
* HR with be sending something out to employees who think they are due to vacation accrual.
* HR is looking at changing the 5-year cap.
* New employees now are still subject to the cap.
* Please send inquiries about the vacation accrual requests to Matt Olinger. Send vacation accrual to the HR rep who helped them when being hired

## Updates from management (CMO/HR)

### Notes

* Work evo
  + OHT team is looking at the survey results from employee satisfaction survey
  + Developing a plan sharing the results
  + There will be communication about it and the results with be published.
  + Work EVO team is doing some analysis of our facilities, occupancy, telework data, people with agreements, locations with badge access, and how often we go in.
    - Looking at the data and figuring out how we might make decisions about facilities. Admin asking about leased space plans.
    - Not looking at any kind of mandated report to work a certain number of days per week / month.
    - Might not be able to maintain a private office if working from home. Should we have more hotel spaces?
  + Admin had a consultant do a study on what spaces should be like, asking agencies to look at what our spaces would look like. Lot of emotion around moving peoples “space” offices etc.
  + Central offices and regional offices are most apparently underutilized.
* Upscale challenge
  + Challenge is for employees to better the professional development.
  + Opportunities for every employee

## Shift differential interpretations and conclusion differences (Dan/Megan E.)—hold for a later date

* Clarity on contract language and guidance to supervisors
* Open Discussion with management

1. **Other Business?**