

## Meeting Minutes: Meet & Confer

Date: 09/22/2023  
Minutes prepared by: Kriystauhl Fitchett  
Location: TEAMS Meeting

### Attendance

Present:

- DLI management: Commissioner Nicole Blissenbach, Deputy Commissioner Kate Perushek, Assistant Commissioner Kate Daly, HR Director Sandi Arvin, HR Consultant Shoua Tran, HR Consultant Ashley Hanley
- MAPE Business Agent Representatives Dan Engelhart, Kriystauhl Fitchett (M&C Chair), Dave Skovholt (Labor Standards), Debra Heisick (ADR), Vicki Sanders (OSHA-MNOSHA), Bonnie Frisk (Labor Standards), Anna Vergara (Construction Misclassification)

Absent:

- Alexis Lohse (Labor Standards)

### Meeting Notes

**I. Introductions**

- II. Workload Retention Bonus:** Commissioner Blissenbach advised the committee that DLI employed a limited number of employees who worked overtime and were eligible to receive the workload retention bonus. To date, all volunteers and employees who worked and were eligible to receive the bonus have been recognized and compensated. MAPE will work with senior leadership to clarify the dates of the benefit period to develop an MOU.

**III. Telework Agreements:** Tabled

- IV. Vacation Accrual Requests:** Employees who wish to request a review to increase vacation accrual hours must submit a resume that indicates the following information:
- i. Month, date and year of employment

The information must clearly specify dates of employment. The increase in vacation accrual will not be retroactive. Employees should submit a request and once approved (state employment can be verified through SEMA 4), the increase will be effective during the current pay period and not the date the application was submitted.

\*\*\*MAPE will send out an email blast that will provide step-by-step guidelines to make a request\*\*\*

**V. Independent Development Plan:** All employees must submit an IDP to their respective supervisor and/or manager.

**VI. Student loan reimbursement:** A policy has been drafted but no program is in place yet and is currently under review. DLI leadership is working to make a determination of who would be eligible.

MAPE could work to help set parameters for distribution and terms of the program.

The M&C could help the initiative by providing existing examples or models of what the process looks like.

Budgetary conditions will need to be considered and the following should be considered:

- Who is eligible to receive the benefit - staff employed with the agency one (1) year or more;
- Staff employed eighteen (18) months of service or 1,044 hours;
- \$25k maximum [lifetime or per year];
- Germaine current job or aspirational job within the agency;
- Employees to pay the reimbursement back if they leave the organization.

**VII. Tuition Reimbursement:** The training and tuition policy has been divided and is currently undergoing revisions.

**VIII. Work Out of Class:** All job opportunities six (6) months are posted for all employees to consider.

**IX. Supervisor Reviews:** Development for supervisor reviews is still under advisement.

**X. Probationary Period Midpoint Check-Ins:** The newly implemented HR procedure is currently underway and is working successfully.

**XI. Recognizing DLI Veterans:** Leadership planning to host an event during the November All-Staff meeting.

**Other Legislative Updates/Changes:** Commissioner Blissenbach advised that currently, leadership is focusing on identifying obstacles and language barriers to help solidify initiatives that are already being worked on and prioritizing last year's policy items to shore up and get them through. Supplemental budget items are not due until sometime in early October 2023, but will not be fully realized until March 2024.