

Meeting minutes MAPE/HRM Meet and Confer

DATE: 01/18/22

MINUTES PREPARED BY: SOPHIA WALSH

LOCATION: TEAMS

Attendance

Meet & Confer Team

Jen Palm
 Carrie Klumb
 Tim Jenkins
 Sharrilyn Helgertz
 Chuck Jaeger
 Paul Webb
 Jessica DeWolfe
 Alvine Laure Ekame
 Sophia Walsh

MDH Leadership/HRM

Ryan Anderson
 Ann O'Brien
 Tom Hogan
 Myra Kunas
 Dan Huff

MAPE Staff

Pete Marincel

Decisions

- Decision: Yes, MDH is opting into the multilingual program

Action items

Action	Responsible
Pilot Multilingual Program: work with managers to identify position descriptions for which multilingual skills is an essential function. Identify which positions use language skills currently and which ones require language skills for special projects and events.	HRM
Pilot Multilingual Program: Develop procedure for implementation.	HRM
Pilot Multilingual Program: Clarify if eligible for backpay	HRM

MEETING MINUTES MAPE/HRM MEET AND CONFER

Increasing HR Capacity: follow up with any help MAPE can give HRM	HRM & Meet and Confer
Employee recognition survey: Set new meeting to discuss.	Meet and Confer
Future meetings: Decide frequency	HRM & Meet and Confer

Agenda

Item	Time	Contact
Introductions	5	Jen/All
Pilot multilingual program	10	Tim
Increasing HR capacity	15	Carrie
Tabled - Employee recognition survey results	15	Sharrilyn
Tabled - HRM Topics	5	Director O'Brien/Ryan
Tabled - Commissioner Topics	5	Asst Commissioners Kelly/Huff
Future meetings and frequency	5	All

Next meeting

Date: 02/17/22

Time: 11:30 AM

Location: Teams

Agenda items: Employee Recognition Survey results (submit additional proposed agenda items one week prior to meeting)

Meeting notes

Introductions: Dan Huff was not able to stay long but spoke words of thanks to everyone for all the work done throughout the pandemic and appreciation for the opportunity to meet and confer on issues important to the success of the agency.

Pilot Multilingual Program

- This topic is core to health equity and communication in public health. Communication is key to the work that we do and ensuring that all Minnesotans can access that information is part of our mission that includes health equity.
- Recognizing and incentivizing people who can speak languages other than English and understand cultures other than our own is a way to recruit staff who would support these values.
- The M&C has heard a great amount of support for this initiative, from members and agency leadership.
- HRM has been discussing this since it was agreed to in negotiations.
- Several managers have reached out to HRM asking to use the program. HRD has been working with MMB to get this moving forward.
- Next steps are working on the position descriptions which this is an essential function for with managers. Identify which positions need this currently and what ones could use it for special projects and events.
- Next step also is working on a procedure for how this will work.
- “Goal is to implement this pilot.”
- Intent is to identify jobs that require as part of their position responsibilities to be bilingual for part 1 of the pilot. Would include this information in job posting.
- Thinking that this would not need to be something that an employee would have to request, the employee would automatically get it once the position is determined to need multi-language staff.
- Part 2 will require additional information and time to implement.
- If a position isn’t included and should be, they want to hear about it and make sure that they know someone has used multi-language skills in the past.
- Just started conversations with MMB but are focused on position filling. No exact date when the pilot will be implemented.
- MDH is on board with the program and is looking to gather feedback from managers, supervisors, and staff on which positions need the determination.
- Temporary unclassified positions need to be looked at regarding this topic. There is no exclusion for temporary unclassified workers for this provision.
- Effective date for language – it is part of the current contract. It is opt-in for agencies.
- HRM will investigate potential back pay.

Increasing HR capacity

- HRM has a backlog of open positions. Over 300 current openings.
 - HRM has limited capacity.
 - Managers, supervisors, and staff have felt the stress of not being able to acquire staff quickly.
 - HRM has hired 8 new people to do staffing – entry level. Currently being trained.
 - There are many rules, regulations, and standards to comply with that trainees need to learn.
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- During peacetime emergency some rules were suspended, but that is no longer in place and they are back to a slower pace.
 - HRM agrees that the speed is not fast enough.
 - Also have 3 temporary HR specialists and 2 who have come out of retirement.
 - HRM is looking at how to streamline processes & document management.
 - HRM gave other examples for efficiencies they are working on and putting into place.
 - Many jobs that went through during the Peacetime Emergency are being looked at with more scrutiny.
 - Pam analyzed where the hold ups were at each step. Right now, too many jobs are coming in. HRM is working on about 350 jobs at a time. There are so many rules to go through which takes the most amount of time, but also is essential.
 - As people become more efficient in their jobs, it will become faster. HRM anticipates that the efficiency will come soon.
 - Divisions are working on prioritizing positions as they come in. Even with prioritization, 350 positions are a lot to work on.
 - Opportunities to work out of class and the multiple jobs posting at once has been successful for the lab.
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Employee recognition survey results: Survey sent to all MAPE represented MDH staff. This topic has been tabled for the next meeting to give sufficient time for discussion.

Future meetings and frequency

- HRM has an interest in continuing regular meetings. And are flexible on the timing.
 - Tom mentioned that the M&C is a great resource to management.
 - If other unions want to do once a month that would be a lot of additional meetings for HRM to attend.
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