

# Meeting Agenda: MNIT Meet & Confer

Date: 2/5/2020

## Attendance

* MAPE: Andi Morris – MNIT @ DEED, Jed Becher – MNIT @ DNR, Kassie Church, MNIT @ MDVA, Greg Naumann – MNIT @ Perpitch, Axelina Swenson – MNIT Enterprise,
* Chad Thuet – MNIT HR Director, Lanesha Bryant – MNIT Labor Relations, Megan Yang – MNIT Labor Relations, Brian Fitch – MNIT Labor Relations, Rachel Dopson – MNIT Labor Relations, Tarek Tomes – MNIT Commissioner, Jon Eichten – MNIT Deputy Commissioner

## Old Business

1. **Metro Pass subsidies**

M&C Committee will be sending a survey to MAPE represented MNIT employees asking if they are interested in a transit subsidy

1. **Brown & Bigelow issues**

MNIT management has not heard any concerns for quite some time. Chad will work to schedule the meeting, but it might take some time, as they need to work with building management. There will be a cost-benefit analysis for any potential improvements. Staff have been submitting maintenance requests and receiving no response; they would like a response to these requests. Unable to cross Plato safely due to ice and water at the crosswalk. Next year management will be organizing flu shot clinics at Brown & Bigelow due to a topic that came out of Commissioner’s town halls on site.

1. **Update on Reimagine IT event**

Scheduled for March 2nd. Focus on what makes a good IT business partner. Will be discussing more specific organizational design. Looking for input from business. Opportunity to grow and shape how MNIT functions as an agency. Working to improve the relationship between business and IT. Possibility of new teams forming out of discussions at the event, but not expected. The governor will likely be in attendance.

MAPE looks forward to an update about what feedback is received at the event.

1. **New ITS Classification**

There is a steering committee working on this. A workgroup has been established to determine how these will be used. Will need to be approved by MMB before implementation. MAPE will be notified prior to implementation (likely by MMB). Have not reached out to MN State (who also has IT classifications).

1. **Student Loan Reimbursement Option**

Proposal was reviewed by Executive Steering Committee then it was learned that MMB is working on guidance so management would like to wait until that is released. This should be done soon, hopefully in days to weeks rather than months. There are some concerns regarding tax issues with the reimbursement and MMB is looking into this.

1. **Equity Adjustments**

This is managed by MMB. MNIT will need to provide inequities and supporting documentation to MMB. Working to compile data to send to MMB. Management is all about fairness and equity – dedicated to rooting out any inequities. Will be looking at classifications across MNIT (not going into detail of class option). New employees do not have inequities/wage gaps but there is work to be done on systemic inequities. This will take time due to the size of the agency. Will be reviewing purely on classification, not on role. HR staff has established standards which have been helping recently.

1. **Logo Wear**

Commissioner Tomes is a big proponent of this. RFPs posted, down to two potential vendors. Hope to have something in place prior to the next meeting.

## New Business

1. **Emergency Notifications**

Voicemails were atrocious, employees had different experiences – some did not get phone calls, some did not get texts, and some did not get emails. Business cell phones are apparently not in semafor so they did not get notifications. Was overall not a great experience. Would be great to have a text option. Commissioner Tomes would like to see MNIT staff working on things like this. Kassie and Jon will connect on this.

1. **Notifications from HR of not getting jobs or not getting interviews**

People are not being told that they did not get a job – they are either finding out by seeing a status change in Self-Service or when they find out someone else got a job. It may be an issue with the application. There are many potential places for human error. If we have specific examples, report those to HR and staff can look into the issue (should be sent to Rachel Dopson).

Chad will communicate to agency managers to ask them to close out the interview process with applicants. Commissioner Tomes requested validation that the notifications are working.

1. **Not being interviewed for jobs that staff are clearly well qualified for – request a work group on career paths**

People are not being interviewed or are being told they do not qualify for jobs they are clearly qualified for. Management noted that there are some contractual obligations that require jobs to be open competitively (to the public). This is also part of the diversity and equity goals. Suggested that HR provide training on resumes. Send specific examples to Chad.

Current state employees want a career ladder and high-level positions are being hired from people outside the state rather than hiring at a lower level and providing a clear career path. Management is open to reviewing a MAPE proposal for a work group around this topic.

1. **Increase in agencies posting IT jobs as agency positions**

When management is made aware of these jobs, they review the postings and consult with hiring managers to clarify minimum requirements listed. Continue to send these postings to Chad.

Management noted that BA jobs are quite often needed on both the business side and the IT side. Non-IT people are not supposed to have administrative rights – if this is happening, this information should be sent to Chad.

1. **Project Management training and certifications**

Has moved from development to planning. Surveys were sent to PMs and supervisors to get information about training needed. Three tier plan identifying beginning intermediate, and advanced training needs.

Have issued RFPs for training vendors for intermediate and advanced training. Will be completing a skills inventory to determine if there are MNIT employees who might be able to provide these trainings in the future.

Kassie will send ACP (Agile Certified Practitioner) requirements to Chad for review with the executive team to see if this could be used in addition to PMP certification.

1. **Wage disparities**

MAPE would like management to review wages across classifications rather than by position. May find that women are less likely than men to move up in classifications.

Women in IT Change Makers ERG is making some recommendations to HR about how to work on some of the disparities.

1. **Performance review appeal process**

Having the immediate supervisor and their manager involved in the appeal process does not seem to make sense seeing they have both previously signed off on the review. It is also a concern that it is a one and done situation with no further appeal option for the member. DNR has a three-step process. MAPE would like MNIT to consider moving to a similar model.

HR does not feel comfortable making the call when they are not familiar with the employee’s performance.

Chad will discuss with the executive steering team. Commissioner Tomes would be interested to see what the process is at other agencies; Chad will reach out to other HR Directors and Brian will reach out to other Labor Relations Directors to get these. The commissioner also stated that there should be mutually agreed upon objective measures in reviews and that they should have some objective measures, not all subjective measures.

1. **Request for new sections of additional information similar to the FMLA section**

MAPE complimented MNIT for the great job they have done on presenting information about FMLA on the intranet. MAPE is using this as an example to share with other agencies. MAPE would like something similar added to the intranet explaining PPL in the same thorough manner as FMLA. Would also like information added about the Women’s Economic Security Act to a MNIT page similar to FMLA and a link to this page at DLI. Potential to get information for each work site.

Below are links that further explain the new Women’s Economic Security Act law in Minnesota.

* FAQ: <https://www.dli.mn.gov/business/employment-practices/womens-economic-security-act-faqs>
* Statute: <https://www.revisor.mn.gov/statutes/cite/181.172>
* Legislative fact sheet: <http://mn.gov/gov-stat/images/2014_05_11_wesa_fact_sheet.pdf>

As a side note, Chad will also look into putting a fridge in the wellness room at COB.

1. **Union leave usage clarification**

For usage of UNLV (unpaid with accruals) and UNL (unpaid without accruals), MNIT Payroll needs supervisors to make a note on the timesheet that time off without pay was approved. MAPE asked that supervisors be informed of this.

Specific types of leave (i.e. bereavement leave) should have a comment on the timesheet by employees. This protects employees if there is an investigation into their use of leave. No note is needed for the use of sick time.