

# Meeting Agenda: MNIT Meet & Confer

Date: 5/6/2020

The meeting was shortened due to availability of the commissioner. The agenda was modified to deal with topics that were top of mind given that the majority of MNIT staff are at home. The M&C team requested that management get back to us about the agenda items that we were not able to cover during the meeting. The minutes will be updated when we have responses from management.

Areas we are requesting updates from management are noted in red.

## Attendance

Commissioner Tomes

Deputy Eichten

Chad Thuet HR Director

Brian Fitch MNIT HR Labor Relations

Nicole Schultz MNIT HR

Rachel Dopson MNIT HR

LaNesha Bryant MNIT HR

Megan Yang MNIT HR

Jed Becher MAPE M&C Chair

Usman Ahmad MAPE M&C

Kassie Church MAPE M&C

Greg Naumann MAPE M&C

Axelina Swenson MAPE M&C

Andi Morris MAPE M&C

Nic Frey - MAPE Business Agent

## New Business – to be covered first

**1.**       **Layoffs / furloughs**

* Any information about how MNIT may handle layoffs within the agency if needed
  + **Response from Commissioner Tomes:**Looking to minimize the impact on everyone. There is not much information available at this time. There is very little General funding within MNIT; almost everything is related to service rates or direct budgets with our agency partners. It is hard to know how budget deficits at agencies will manifest in MNIT @ agencies. Will be looking at all options. Looking to collaborate and communicate with MAPE to find out what our preferences are. Welcome any and all suggestions (MAPE will highlight this when minutes are sent to membership).
* Would voluntary leaves be an option, something that is already in the contract
* Response from MNIT Requested:
* Phased retirement – MNIT is eligible to do this, might this be an option for more staff if they wanted to pursue it?
* Response from MNIT Requested:
* Are contractors going to be laid off before permanent staff?
  + **Response:** No definitive answer as there are often project implications. Will always emphasize and prioritize permanent staff to every extent possible, but there may be project-specific needs that require exceptions.
* Could MNIT not hire and instead look at reassigning resources that may be subject to layoff?
  + Commissioner Tomes expects that this will be done to every possible extent.
* As things evolve, we should never be hiring people and laying people off for the same jobs at the same time
  + **Commissioner Tomes:**This is common sense, but there may be exceptions. The Governor needs all options on the table. There will be a communication sent to employees soon regarding the change from a budget surplus to a budget deficit.

**2.**       **Financial update**

* How is MNIT doing financially at this time?
  + **Response:**As an organization, MNIT is doing okay. Over the last few months, demands have been high and employees have come through in unprecedented ways.
* Where are budget issues likely to arise?
  + **Response:**Too difficult to predict right now. Unsure how any budget cuts will affect technology needs, etc.

**3.**       **Other Covid-19 updates**

* Return to work? We know it is early but anything you have to share would be of interest. What might a return to work look like for MNIT staff in Centennial? At host agencies?
  + **Response from Commissioner Tomes:**There are conversations, being led by MMB. No specific timeline associated at this time. Conversations are primarily centered around office spaces (installing Plexiglas, etc.) and how to keep employees safe as they return to work.
* Have agencies said anything about MNIT staff continuing to telework to limit the number of employees in host agency buildings?
* Response from MNIT Requested:
* For staff currently in the office, are they being provided with needed PPE equipment?
  + **Response:** Yes, are providing this. Management would like to hear if people are not receiving appropriate equipment. MAPE was not aware of any deficiencies at this time.
* How many MNIT staff are currently reporting for work in an onsite location?
  + **Response:** About 100 people are working onsite.
* How many staff have been redeployed?
  + **Response:** There have been 99 reassignments and 2 redeployments (delivering PPE).
  + At this point, only Priority 3 & 4 employees are being redeployed. Redeployment: An employee moves from Agency A to Agency B. Reassignment: Moving an employee within MNIT. Annie Porbeni is the MNIT Redeployment Coordinator, sending these to managers and supervisors directly. MAPE mentioned that most staff do not know what priority level they are.
* We have heard there is a return to work committee, we would like to have a MAPE M&C member as part of this group
  + **Response:** Deputy Eichten is chairing the committee and would like to have a member of the Meet & Confer committee on the return to work committee– MAPE will get back to him with a name. Greg Naumann will be MAPE's representative on the committee with management.
* Parking fees – is there any chance of Admin and other landlords waiving parking fees during stay at home?
  + **Response:** Unfortunately, it is a longshot as Admin still has expenses. People can cancel parking, but may lose priority in parking location when they sign up again.
* Upon return to work order, if an employee has reasons they feel are not comfortable returning, will they be allowed to continue working from home? (high risk family members, children, etc..)
  + **Response:** Those situations would likely be handled through a reasonable accommodation request. Cannot paint with a broad brush. There will be guidance, precautions, etc to keep employees as safe as possible. Chad is unsure what exactly the request would look like without specifics, but there will be a fair, consistent, and just process.
* Return to work – What kind of notice will staff receive for this? Would like at least two weeks. Will it be a phased return?
  + **Response:** Will not be telling a large number of people that they need to return to work the next day, though it could happen but it will be rare and only when absolutely needed.
  + Will likely be a small subset of people who will help the agency to learn what works.
  + Commissioner Tomes is talking to private companies about their plans and taking that into account.
  + Return to work will be a planned and thoughtful process, and will be covered by the Return to Work committee (which is a varied group of individuals).
  + Nothing is imminent for a return to work, as we are currently able to provide services through telework..
* What is being done with the daily survey? Can the default be that you are teleworking unless you do otherwise? Why is it important?
  + **Response:** General awareness of how many people are in the workplace, etc.
  + Reporting up to MMB on a weekly basis, which is fed to the Governor's office.
  + MNIT is unique in asking employees to update this on a daily basis in order to have a better response if someone tests positive for Covid and was in the workplace, as they would be able to tell how many people were in the building and take appropriate action.
    - The decision to move to updating daily was also important to help make it a habit so people do not forget to report updates.
    - The survey also allows MNIT to know that they have about 2,300 staff teleworking on any given day.
* What was done with the SEMA 4 survey?
  + This is used for possible redeployment / reassignment purposes
* **Commissioner Tomes:**One of the huge lessons from this is just how effective employees can be in a remote working scenario.

## Old Business – Management responds in person if time allows

**4.**       **Update on Reimagine IT event**

Would like an update from the March 2nd event.

**5.**       **Emergency Notifications**

The team feels there needs to be some upper management involvement in this project. Seems that upper MNIT leadership is not interested in making this work better. A change in project leadership might help move things forward.

* Kassie has spoken to people on the MNIT Central team and it sounds like a Champion is needed in order to improve this. She will be attending a meeting 5/8 to discuss what is happening, what improvements can be made, etc. The most recent test was worse than the last one. Scripts have been offered to MNIT Central but they did not take Kassie up on this.
* **Response:** Management wants to get this right. Jon will look into the issue and get back to the team.

## New Business – MAPE introduces in person if time allows

6.       **Resume submission** - Is it possible to send resumes to hiring managers without names initially so there is no implicit bias or name recognition bias? If each resume/application is given an ID number, then the hiring manager can request contact information for the candidates selected based on ID instead of by name.

* MAPE would like more anonymity during the initial selection process in order to eliminate any potential bias or favoritism.
* **Response from Chad:**20,000 resumes received per year by MNIT. Reviewed by HR team before routing electronically to the hiring managers and supervisors who then review and select the candidates for interviews. HR reviews the selection and ensures the pool is representative. Question of how to redact the information before sending it electronically and it would take too long to do this manually. This is something that should be taken to MMB as it would have to be done across all agencies (all agencies use the same system). Chad would support this but does not see a way of MNIT doing this without support from MMB as they provide the tool.
* **Response from Commissioner Tomes:**It is important to reduce any opportunities for bias. No current tool for redaction, would be slowing the process down. Will look into options.

7.       **Linked In Training** –  Please expand on what was in previous all staff emails about this. Is the plan to expand to everyone or on an individual basis through you supervisor?   
Thoughts from our team – do not pay for this training for staff that have access to it through their local library. All seven county metro libraries likely support providing free access to this training. However, do provide it to staff whose local libraries do not provide access to the training to preserve training dollars. For instance, one non-metro member of our committee does not have access to this through their local library, the rest of our committee likely does.

* One of the agency-wide emails mentioned Linked In training. Metro-area employees with library cards would have access to these trainings for free. We want to make sure we are not spending money for training that can be accessed free by many people.
* **Response:**This was an MMB decision. There was no direct cost to MNIT for this. There are currently 320 people who are part of a yearlong pilot. Participants get regular messages from MMB, are expected to create a plan, complete courses, etc. This is a different learning model than used ever before. It is being run by MMB. Will add to an upcoming newsletter so people are aware of the opportunity through metro area libraries.

## Old Business – updates to come via email from management

**1.**       **Metro Pass subsidies**

M&C Committee sent interested names and numbers. Will wait likely to following meeting for an update.

Do you need anything else from us on this? 

**2.**       **Brown & Bigelow issues**

Update requested on a meeting with building management at B&B

Table this since we are all out of the office

**3.**       **New ITS Classification**

Is any update available from the steering committee?   
 

**4.**       **Student Loan Reimbursement Option**

Update requested

5.       **Equity Adjustments**   
Would like more detail as to how MNIT plans to tackle what appears to be a rather daunting task. Will staff need to advocate for themselves on a perceived disparity or will MNIT be looking at all staff regardless?

From #6 last time – Wage Disparities - MAPE would like management to review wages across classifications rather than only by position. May find that women are less likely than men to move up in classifications.

* Response from MNIT Requested:

6.       **Logo Wear**   
Update requested

**7.**       **Project Management training and certifications**

Update requested

**8.**       **Performance review appeal process**

Response to our request for a change in the appeal process

**9.**       **Request for new sections of additional information for PPL similar to the FMLA section**   
Update requested  

New Business – updates to come via email from management

10.   **Centrally Funded training** - In the past, we have heard a desire to move to centrally funded training. MAPE applauds that effort. Could we get an update on the status of that idea and if there is a target date and amount? 

11.   **NEO** - For new hires during this time of working from home – will MAPE be able to remotely attend the NEO session? We think NEO has been canceled for now correct?