

MAPE Revenue Meet and Confer 6/24/20

MAPE present: Ann Adisson, Nikki Engen, Kristine Moody, Joseph Sullivan, Brian Fischer, Nic Frey (MAPE Staff), Gretchen Sharmer

Management present: Elizabeth Blomberg, Yia Her, Jessica Rowley, Alyssa Haugen, Lee Ho

Revenue's Return to Work Plan/COVID-19 Contingency plan (Management) - Alysa

- Management highlighted some of the areas of DOR's preparedness plan.
  - o MMB Requires all agencies to have to have a COVID-19 Preparedness Plan in place
  - o Last communication with MMB indicated plans to work remotely through the summer and potentially through the end of the year.
  - o Management will review layout of building, feasibility of distancing while in building, and partial telework.
  - o An Inventory of equipment people have at home will be conducted July.
  - o Outlined an employee health screening tool with online option and in person option individuals will take before entering building.
  - o Working on a personal protective equipment plan to see what staff will need to be provided with and when staff need to be supported in this
- Question (MAPE): What to do with children if people's daycares don't open. What can people with kids do to prepare?
  - o Alyssa: Unsure yet, something that still needs to be worked out, there is a tool available online provided by the state to find daycare providers with available capacity:  
<https://mn.gov/mmb/childcare/families/>
- Question (MAPE): If an employee has a daycare that isn't open but there is capacity at another place would they be forced to spend additional money to apply to another place?
  - o Management: That's not a requirement under the current policy, this isn't being forced on employees, the tool is just for individuals that want to use it to find an open daycare.
  - o Management will look into the impact of childcare availability and continue with the current policy.

Revenue's Community Conversations (Management) – Lee Ho

- Revenue has been hosting community conversations for a number of years. Per feedback from employees they have been helpful in helping them to process current events and provide input to management.
- Question (Mgmt): What feedback are you getting from your members regarding community conversations?
  - o Property tax division had a talk regarding how schools are funded currently that drive inequities within our state.
  - o If additional members have input please send to Lee Ho

Budget: 5% reduction (MAPE) Check other doc

Our understanding is that MMB is asking agencies to come up with budget reduction plans. Can you explain that process and who is involved in the decision making?

- Lee Ho: We're not able to comment on budget discussions at this point, there isn't really a final direction set for the agencies yet.
- Nic: How can we best provide input?
- Alyssa: We have a budget workgroup with representatives from all the divisions (usually directors) that provide input and recommendations to the senior management team.
- Nic: Is it possible for the union to have a seat at that table?
- Alyssa: No, there isn't but we encourage employees to provide feedback to supervisors and directors.
- Nic: Do you have a target cut yet and will it result in layoffs?
- Alyssa: No, no directions are set yet. Agencies are still waiting to see what the impacts of COVID are. Believes the hiring freeze early on will have a positive impact on budget.
- Nic: Is it a goal of management to avoid layoffs?
- Lee Ho: In general, we're always looking at minimizing impact on employees, we get a lot of our direction on application of budget processes from MMB (such as with the hiring freeze). The challenge is what happens during the next legislative session and what the budget situation is looking like then.
- Nic: So you don't have a date yet regarding a budget reduction from MMB?
- Lee Ho: No, no directions from MMB regarding that at this time.
- Nic: Do you have any other advice for members other than just providing input to members?
- Alyssa: The union connecting with MMB is recommended.
- Kristine: Just to clarify, you're just conducting budget analysis as normal and no out of the ordinary directions have been received?
- Alyssa: Yes, just following the typical year budget process.
- Kristine: Do you think 5% reduction would be achieved through the hiring freeze?
- Alyssa: State still has no idea what the impact will be from COVID, we just don't have a lot we can share at this point.
- Lee Ho: At this stage if there is a place of engagement for MAPE it is with MMB

Student loan debt reimbursement – Follow up (MAPE)

- Alyssa – We've had a couple conversations about the program but we have paused it due to limiting discretionary spending as we're working through concerns with the budget, we will bring it up as an action item again in the future after we work through planning for the next budget.

No tolerance browsing policy – Follow up (MAPE)

- Nic: Will you update policy to address accidental browsing?
- Alyssa: We can see what we have as a management procedure if that's something we can share with you, it is something we will have to research and get back to you. We have moved from a zero-tolerance policy for all browsing to working to determine accidental vs intentional browsing and distinguish when making decisions.

- Brian: Is there a time frame to where after a certain amount of time they won't go back to for investigating? It is very hard to remember system accesses after a certain amount of time
- Alyssa: It would be hard, managers audit access the following month, wouldn't want to put themselves in a position where they couldn't do anything.
- Brian: How should I protect myself 5-6 months later if there was an accidental browsing that occurred.
- Alyssa: note it, let supervisors know what happened.
- Brian: Where does browsing start? When address makes multiple entries pop up or if I jump into an account with incorrect SSN?
- Alyssa: hard to say but training with actual specific examples may be helpful so an employee has a better idea of what types of access in Gentax count as browsing.

#### Sexual Harassment Complaint Procedures – Follow up (MAPE)

- Will be covered at next meeting

#### MN GI Bill On the job training/Apprenticeship payments– (MAPE)

- Her Yia: There is a rigorous application process we're working through; we need to understand what constitutes Job Training as defined under the GI Bill and gather information on how employees are being trained. We're actively working on this however it is taking some time.