

Supplemental Bargaining - Meeting Minutes

Date: 05/15/2023

Virtual Teams Meeting

Ramsey Conference Room

Time: 11:00 AM – 1:30 PM

Minutes prepared by: Kriystauhl Fitchett

Attendance

Present: Sandi Arvin (HR Director), Mathew J. Begansky (MMB), Kristy Swanson (Assistant Commissioner), Ashley Shanley (HR Consultant), Shoua Tran (HR Consultant), Dan Englehart (MAPE), Kriystauhl Fitchett (CCLD), Debra Heisick (ADR), Dave Skovholt (Labor Standards), Alexis Lohse (Construction Misclass), Frances Li (ADR), Vicki Sanders (MNOSHA)

Not Present: Cyndi Benjamin (OSHA), Alexis Lohse (Labor Standards), Bonnie Frisk (Labor Standards)

I. Proposal #1 – Workload Retention

Human Resource Director, S. Arvin opened the meeting with discussion for the adoption of Proposal #1 – Workload Retention Bonus MOU. Once specific eligibility language has been drafted, the Department will be open to further discussion regarding the adoption of the Workload Retention Bonus MOU sometime in June.

This proposal will remain as a standing Meet & Confer Committee agenda item until it becomes final.

II. Proposal #2 – Probationary Period Check-Ins

III. Proposal 5 – Supervisor Review

Human Resource Director, S. Arvin presented a letter to solidify the agreement to convene a workgroup to continue discussions about probationary mid-point check-ins, in addition to the creation of an employee supervisor feedback form. Both proposals were presented to DLI management, and general feedback from management was received with positive support overall for the adoption of both initiatives.

Both proposals will remain as standing Meet and Confer agenda items for the duration of the 2023-2025 Collective Bargaining Agreement period.

IV. Proposal #3 – Tuition Reimbursement

Human Resources confirmed that the current “[Training and Employee Development](#)” policy will be split and rebranded as two separate policies. Once the updates have been completed, Human Resources will publish the new policies on the Intranet. The new policies will also be highlighted several times throughout the year on the Intranet to help employees become familiar with them.

This proposal will remain as a standing Meet & Confer Committee agenda item until finalized.

V. Proposal # –4 Work Out of Class

Human Resources will work to develop a guidance document for management to use as a guide when posting positions that are six (6) months or greater as a work-out-of-class opportunity. Positions that are three (3) month period or less will not be posted and will remain the same.

This proposal will remain a standing Meet & Confer Committee agenda item for discussion and updates.
