

**Minnesota Department of Natural Resources (DNR)  
Labor Management Committee (LMC)**

Thursday, October 22, 2009

12:30-2:30 p.m.

DNR 6<sup>th</sup> Floor Conference Room

St. Paul, Minnesota

**Meeting Summary & Outcomes**

**Attendees:**

- Bob Quady (co-chair), Division of Forestry, MAPE
- Cynthia Wheeler (co-chair), Manager, Central Region
- Pat Burt, Manager, Human Resources
- Bonita Eliason, Manager, Division of Ecological Resources
- Joe Fleisher, Lands and Minerals, MGEC (by video)
- My Lee, Business Representative, MMA
- Linda Moberg, Division of Parks & Trails, MMA (by video)
- Mark Fischer, Division of Fish & Wildlife, AFSCME
- Craig Mitchell, Manager, Division of Parks & Trails
- Paul Maurer, Manager, Division of Parks & Trails (by video)
- Bob Buckingham, Business Representative, AFSCME
- Tim Bremicker, Manager, Central Region Wildlife

**Absent:**

- Joe McMahon, Business Representative, MAPE
- Dana Wheeler, Executive Director, MGEC
- Wayne Damerow, Manager, Central Region Forestry
- Denise Legato, Manager, Human Resources

**Guests:**

- Bob Meier, DNR Assistant Commissioner
- Terry Lahti, DNR Safety Administrator
- Andre Prah, Budget & Fiscal Unit Manager, OMBS
- Chuck Kartak, Interim Assistant Director, Parks Unit, Division of Parks and Trails

**Notes**

**Mission Statement-Norms of Behavior**

The mission statement and norms of behavior were read.

**Review and Approval of Meeting Agenda**

*Outcome:* The agenda was approved as submitted.

**Review and Approve September 24, 2009 LMC Draft Meeting Summary**

*Outcome:* The September 24, 2009 meeting summary was approved.

**Safety/H1N1 Update - Lahti**

Terry reported that safety incidents are lower than last year at this time (41, down from 47). He noted that he and Denise Legato provide weekly H1N1 updates to the Commissioner's Office. This week the Central Office MR unit is set to distribute basic flu supply kits (hand sanitizers, wipes) to DNR office locations. DNR has submitted its pandemic operations plan to Minnesota Management and Budget (MMB) and is proceeding with implementation; we've received no feedback to date.

**Dogs in State Vehicles/Facilities - Burt**

Pat stated that the Commissioner's Office recently received a citizen complaint regarding a DNR employee driving a state vehicle with a dog along. In 2005, the DNR sent an email to all staff stating that dogs are not allowed in state buildings unless they have a clear business reason. Pat commented that although not explicitly stated, it is not the intent of DNR to allow dogs in state vehicles. Human Resources is addressing the issue.

**Commissioner's Office/Legislative/Budget Update – Meier**

Bob reported that the Commissioner's Office has submitted about 15-20 legislative proposals; no major policy bills. The guiding discussion of next session will be funding and budget. The state has a 4 to 7 billion dollar structural deficit. We are still awaiting direction for preparing supplemental budget documents. Bob noted that bonding submittals must be tied to jobs. The session will be about jobs, health care, and the funding imbalance.

**Code of Conduct Policy (Vandermeer)**

Ken Vandermeer, Internal Auditor, stated that DNR has established a written implementation plan and determined that approximately 250 staff (program heads, direct managers and fiscal staff) will receive training and sign annual certification statements to comply with the state's Code of Conduct Policy. The training and certification process will improve the state's financial accountability, governance processes, and timely detection of internal control deficiencies. The DNR set a deadline of October 31 for completion of this plan.

**Cell Phone Policy (Vandermeer)**

Ken reviewed the DNR's process for implementing the revisions to the Department of Administration's Cellular Telephone Use Statewide Policy. All DNR staff assigned a cellular phone will be required to review their monthly bill electronically, categorize their calls and provide required explanations, which then will be reviewed/approved by their supervisor. Staff will roll out the application by November 1.

**Parks and Trails Integration Update – Kartak**

Chuck presented the approved organization design model of the new combined Parks and Trails Division and reviewed the process that was used to develop it. He commented that the new division is well positioned to deliver and expand outdoor recreation opportunities throughout the state consistent with the organizational mission, expertise and experience. He highlighted the details of the organizational structure in the central office, as well as the region/field offices. He noted there is more than enough work for the current staff under the new design and the additional legacy funding that will come to the division may necessitate additional positions.

**Options Used Other than Full-time Employees - Burt**

Pat distributed the final version of the chart prepared that identifies options other than full-time employees for the committee's use and reference.

**Tentative Agenda Items for the November 24, 2009 Meeting**

Commissioner's Office, Legislative, and Budget Updates

Safety Update

Work Plan/Action Plan Progress Report – Overtime