

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

Thursday, February 28, 2008

12:30-2:30 p.m.

DNR 6th Floor Conference Room

St. Paul, Minnesota

Meeting Summary & Outcomes

Attendees:

- Cynthia Wheeler (co-chair), Manager, Division of Parks and Recreation
- Bob Quady (co-chair), Division of Forestry, MAPE
- Craig Mitchell, Manager, Division of Trails and Waterways
- Denise Legato, Administrator, Bureau of Human Resources
- Mark Fischer, Division of Fish & Wildlife, AFSCME
- Pat Burt, Assistant Administrator, Bureau of Human Resources
- Tim Bremicker, Manager, Central Region Wildlife
- Tom McShea, Business Representative, MMA
- Joe Fleisher, Lands and Minerals, MGEC
- Christie Nelson, Business Representative, AFSCME
- Linda Moberg, Division of Parks and Recreation, MMA
- Rich Ransom, Business Representative, MAPE

Absent:

- Wayne Damerow, Manager, Central Region Forestry
- Dana Wheeler, Executive Director, MGEC
- Steve Hirsch, Manager, Ecological Resources
- Paul Maurer, Manager, Northeast Region Parks & Recreation

Guests:

Denise Anderson, OMBS Administrator
Terry Lahti, Safety Administrator
Larry Kramka, Assistant Commissioner for Operations

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 December 6, 2007 LMC Draft Meeting Summary

Outcome: The December 6, 2007 meeting summary was reviewed and approved

DNR Budget/Legislative Update – Anderson

Denise reported that the revenue forecast announced today indicates a \$935 million deficit for the current biennium; corporate tax and capital gains revenue are down. State agencies have submitted preliminary budget reduction proposals. She then highlighted the House and Senate Capital Project recommendations.

State Hiring Restrictions - Legato

Denise stated that effective February 15 the Governor's Office has placed hiring restrictions on state agencies for all positions no matter the funding source. The Commissioner's Office must seek approval from DOER to hire essential positions. DOER is providing monthly reports to agencies concerning employment. The Administration has set a goal to reduce the state workforce.

Work Planning – Overtime Issue Area - Quady

Bob outlined a draft request to Human Resources that contains recommendations for the DNR to consider on overtime management. The subcommittee believes that overtime policies are not consistently administered and managers struggle with definitions.

The draft generated discussion from committee members, especially as overtime relates to exempt and non-exempt employees. There was not consensus to address whether or not overtime is fairly distributed throughout the department, but there was consensus to clarify the terms and/or conditions associated with overtime.

Outcome: The Bureau of Human Resources will clarify the terms associated with overtime (i.e., "special work assignment").

Safety Program Update – Lahti

Terry presented a draft fleet policy on motor vehicle records. The policy states that all employees who have driving requirements in their position description or otherwise required for employment will have their motor vehicle record checked annually. The Risk Management Division will evaluate the MVRs for the DNR and provide reports of those drivers with no license or driving records that are rated borderline or poor. A grading system will be used to establish the driver status. Those employees that do not meet the listed requirements may be subject to disciplinary action or not allowed to operate a vehicle in the course of employment.

Outcome: Committee members should review the draft policy and provide comments to Terry Lahti.

Tentative Agenda Items for March 27, 2008 Meeting

Commissioner's Office Update

Budget Update

Legislative Update

Safety Update

Work Plan/Action Plan Progress Reports

Finalize Work Plan/Action Plan Development

Review/discussion of what LMC does/does not do

Bylaw Review

Weather Related Emergency Facility Closures

Motor Vehicle Records – Draft Policy