

Minnesota Department of Natural Resources (DNR)
Labor Management Committee (LMC)
Thursday, April 24, 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
- Joe Fleisher, Lands and Minerals, MGEC
- Christie Nelson, Business Representative, AFSCME
- Tom McShea, Business Representative, MMA
- Terri Yearwood, Manager, Division of Ecological Resources

Absent:

- Linda Moberg, Division of Parks and Recreation, MMA
- Paul Maurer, Manager, Northeast Region Parks & Recreation
- Dana Wheeler, Executive Director, MGEC
- Tim Bremicker, Manager, Central Region Wildlife
- Wayne Damerow, Manager, Central Region Forestry
- Joe McMahon, Business Agent, MAPE

Guests:

- Erika Tierney, Organizational Development & Training Manager, Bureau of Human Resources
- Kathy Drennon, DNR Affirmative Action Officer, Bureau of Human Resources
- Terry Lahti, Safety Administrator, Bureau of Management Resources

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 March 27, 2008 LMC Draft Meeting Summary

Outcome: The March 27, 2008 meeting summary was reviewed and approved.

Commissioner's Office Update

No report this month.

DNR Legislative Update

No report this month.

DNR Budget Update

No report this month.

New MAPE Representative

Cindy noted that Joe McMahon is the new MAPE representative to the Labor Management Committee, but he is not able to attend this meeting. The Committee thanks Rich Ransom for his tenure as the MAPE representative.

Workforce Planning and Affirmative Action Plans – Drennon/Tierney

Kathy highlighted the DNR's Affirmative Action Plan. The plan consists of the DNR's affirmative action responsibilities and policies. It also contains information about the ADA, hiring goals, program objectives, recruitment and retention plans. It is posted on the DNR Intranet. On a biennial basis, the Commissioner of DOER submits a report on affirmative action to the Legislature. The most recent report can be found on-line at:

<http://www.doer.state.mn.us/AffAct/pdf/2007%20MN%20State%20Agency%20Affirmative%20Action%20Biennial%20Report.pdf>

Erika distributed the DNR's draft *2008 Agency Workforce Planning: 'Core Elements'* document. She stated the Governor has directed state agencies to prepare a work force plan and submit it in June of every year. The core elements of the document include an analysis of current and future needs and areas of priority focus for DNR leaders and staff in the next several years. The draft also identifies action plans or strategies the DNR would like to see implemented across agencies to address the hiring, skill, and training needs and strategies to address workforce retention needs.

Outcome: After review of the DNR's draft *2008 Agency Workforce Planning: 'Core Elements,'* please direct any comments to Erika within one week.

Weather Related Emergency Facility Closures

Pat stated that the Department of Employee Relations (DOER) recently declared a "weather emergency," closing all state offices in St. Louis and Lake counties. DOER had not updated their contact list and thus key DNR contacts were not notified in a timely manner. DOER is updating their list.

Pat reminded folks that it's rare that DOER will close offices and "conditions have to exist" to do so. DOER maintains a different standard for closing facilities than school districts use for school closures. DNR employees should use their judgment as it relates to their personal safety.

Safety Program Update – Lahti

Fleet Policy on Motor Vehicle Records: Terry reported that following last month's LMC meeting he attended the Risk Management Division's Fleet Task Force meeting and reported on the LMC's discussion on the draft DNR Fleet Policy Motor Vehicle Records. In addition, Denise Legato reported these concerns at the monthly Human Resources Directors meeting.

Outcome: The Risk Management Division will lead an interagency task force to review and develop a statewide policy and present for DOER's consideration.

DNR Tick Policy – Terry distributed copies of the recently implemented DNR Tick Protection Policy. The policy was developed based on the recommendations identified in a study by the

LMC Meeting Summary

4/24/08

Page 3

Northeast Region Safety Committee. The policy implements protection requirements and provides a number of methods to protect employees working in tick endemic areas. The policy is posted on the Intranet in the DNR Safety Manual.

Safety Record - Terry stated that DNR's safety goals are about on track with last year, but also noted there were no recorded injuries for the month of March.

Work Planning – Issue Area: Workload Concerns

Cindy continued the discussion on steps that LMC can take with respect to employees with workload concerns. The committee could develop a mechanism and provide instruction on ways to communicate with supervisors about workload concerns and priority setting which could be posted on the LMC web page.

Tentative Agenda Items for May 22, 2008 Meeting

Monthly Updates (Commissioner's Office, Legislative, Budget, Safety)

Work Plan/Action Plan Progress Reports

Review/discussion of what LMC does/does not do

Bylaw Review

Submitted by: Blom

Approved by: Wheeler/Burt