

ITS Labor/Management Meeting Tuesday, December 14, 2021

Attending:

PEF

- Prakash Lal, **Co-Chair**
- Ron O'Bryan, Council Leader
- Jim Desso, Assistant Council Leader
- Caitlyn Janiszewski, Field Staff
- Jeff Smith
- George Howard
- Mithilesh Kumar

ITS Management:

- Richard Mohrmann, Associate Director Labor-Relations, **Co-Chair**
- Amanda Hoffman, Chief Human Resources Officer
- Jennifer Lorenze, Deputy CIO
- Marcy Stevens, Chief General Counsel
- Stuart Poole, Chief Financial Officer

Topic (issue, Opportunity, Problem, etc.)	Presented/Owner	Outcome (Action, resolved, parking lot)
Introduction of Members	Co-Chairs	
Review Of Agenda items from the Last meeting.	(a)Telecommuting-PEF presented a survey of ITS staff and provisions of MOA in	Action Item-PEF will resend the message about how other agencies do leave donations.

	<p>Contract in contrast with ITS interim policy, as a starting point to discuss to give final shape to the policy-- We still need to meet.</p> <p>(b)Leave Donation- PEF has gathered information from its Executive Board Members about how the request for leave donations is done in other Agencies and This has been passed out to ITS.PEF is also waiting from ITS regarding creating a document regarding Leave Donation Process.</p> <p>(c)Workload Concerns and Special Accommodation</p>	<p>ITS-Regarding workload concerns – ITS is working through the process regarding workload concerns of staffing up- but it takes time.</p> <p>PEF- whether all special accommodations requests have been granted? ITS-All special accommodations are being addressed, not necessarily approved, but addressed.</p> <p>PEF-Do we have a process for reviewing RA denials? ITS-. RAs have an appeal process. If it's just telecommute request, there is an appeals board. To date, no requests to appeal.</p>
<p>Hiring Practices affecting Career Mobility</p>	<p>Mr. Prakash Lal</p>	<p>PEF – Finding that ITS has generally lost FTEs – gone from 4k to 3.3k.</p> <p>Many people have retired and there has not been backfilling. People are stuck in the same positions for decades.</p> <p>Temporary project items are supposed to be used for short-term special projects. But it is being used for routine work perpetually. If we need someone do certain work for</p>

		<p>many years, then the position should be a permanent item offered as a promotion to staff.</p> <p>Consultants are supposed to document and transfer knowledge to State staff. This process is not followed and should be enforced.</p> <p>We want to do cost benefit analysis. Want to get a numbers in each of the following categories:</p> <ol style="list-style-type: none">1- The number of consultants in each category and the cost incurred in each category of consultants.2- How many people have stagnated in each grade for how many years will be helpful. <p>ITS2 is the entry point, and many people are languishing in that title for a long time. ITS should suggest to DCS to create a new title in between them SG-20, as they have in the Engineering series. so that promotional avenues could be enhanced by availing two grade promotion.</p> <p>ITS – Reduction of State staff is generally true for all agencies. Now that the hiring freeze is lifted, you should start to see lots of promotions. ITS surveyed its managers about training needs and we can share that at LM. If we created a Grade 20, then 18s could not transfer to 23s because Civil Service law does not provide consecutive transfers without an exam. We are looking into updating skill inventory and holding exams more often. ITS is advocating to Civil Service to refresh lists, hold exams more often, and do so because ITS needs better lists and more updated inventories to make sure they can fill their positions from within.</p> <p>Project Titles are typically individuals with a unique skill set and the competitive exam process will take too long. ITS’s general hope is to fill additional positions and ease the workload of existing staff now that budget restrictions are lifted. But it takes time. Most of this will be promotions for existing State staff, of the 400 recruitments that are in process. Managers have to decide how to use their fills.</p>
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<p>Vaccination and Testing</p>	<p>Mr. Ron O'Bryan.</p>	<p>PEF – Issues with testing vendor – concern about what the testing materials say “not for diagnostic testing” – “only for research purposes”</p> <p>ITS – Not following the process because that’s not our vendor.</p> <p>PEF – the other question is what happens if the test comes in late and can’t get it out on time. People are concerned, want to know if they are in compliance.</p> <p>ITS – If someone creates an ID with Quest, they will get something that says they did order, and they did sign up, so our “best effort” perspective is that they need to be able to show that the delay is not their delay. If they get the test and don’t take it for 3 days that is a person problem not a portal or vendor problem. We have sent out information about when the portal doesn’t work, how to send the results to HR.</p> <p>PEF – People are panicked about little mistakes resulting in suspension and termination.</p> <p>ITS – Right now we are focused on the absolute non-compliance.</p> <p>PEF- Heard anything about boosters being required.</p> <p>ITS – Not yet.</p> <p>PEF – Question about availability of vendors out west. Are they adding more in person options?</p> <p>ITS – Don’t know not our contract.</p>

<p>Local Labor Management Committee</p>	<p>Mr. Jim Desso</p>	<p>PEF – New contract requires that we develop a plan to establish new committees. Deadline extended to January 23rd. We intend to make it a joint effort. Want to start the planning now. We would like some information about numbers of employees at sites. Number of employees, locations, hosting status, unit breakdown? Our initial thoughts are we should identify areas where concentration of staff is high enough to justify a local committee. Look back at the agenda item proposal for the ask.</p> <p>ITS – what do you mean by portfolio, that is aged language? Also more context for why talking about things at a local level.</p> <p>PEF – sometimes issues are specific to the site. Trying to address things at the lowest level possible.</p> <p>ITS – Don’t understand the ask if you can have these conversations already.</p> <p>We asked staff to run a list of where PEF employees are at different sites. That is a good place to start in terms of concentration. You will see that there are lots of locations. Our question will be what constitutes enough employees to warrant a labor management committee. Site access I’m not sure of what that is about? What other agencies may be co-located, the members may be able to tell you who is there.</p> <p>PEF – WPS – individually we are in small groups. But maybe we should be having meetings about Workplace Services issues.</p> <p>We can cross reference the org chart and employee concentration and focus where the most issues are arising from.</p> <p>ITS – Employees can access the org chart and send to Caitlin.</p>
<p>Other Topics</p>	<p>CL/Co-Chairs/others</p>	<p>Any last items – ITS - get a short term extension of the existing telecommuting program until we can sit down for the telecommuting meeting in January.</p>

Next meeting date: