



DOL & PROTEC17 LMCC

**July 22, 2019
1:30pm-3:00pm
HLB, Room 413**

Attendees: Wendy Bersano, Gregory Chaney, Mardi Braymen, Alexis Young, Marian Harris-Jones, Chanel Johnson, Pablo Nichipor, Ananda Tonge, Elizabeth Guajardo and James Cuyler

Agenda Items	Point Person	Time
1. DEI Training	Raul Leal-Trujillo	10 min
2. QFlow as Time Clock	Gregory	10 min
3. New Camera Set-Up	Facilities	10 min
4. Flex vs. Overtime	Gregory	5 min
5. Badges/Phones/Office Entry	Gregory	15 min
6. Tuesday-Saturday LSO's	Gregory	10 min
7. Uniforms	Gregory	10 min
8. Bilingual Pay	Gregory	10 min
9. Filling-In	Gregory	5 min
10. Daily Huddles	Gregory	5 min

PROTEC17 Meeting Minutes

1. We did not discuss DEI training as the point-person was not present at the meeting. If you have any questions about DEI training, then please direct them to your chain of command.
2. Qflow as time clock:
 - “QFlow is just another tool to track what is happening at the counter”
 - o Are there trends/abuse?
 - If you were “working” while logged out of QFlow just let your supervisor know via email so as to avoid getting written up
 - o Open communication; assume good intent...
 - Log in to QFlow when you arrive to work!
 - Not meant to get written up
3. New camera set-up:
 - Convex mirrors are being installed at LSOs
 - o Alexis recently observed the mirrors and they really don’t help, so...
 - Counter rotation is different at every LSO based on configuration
4. Flex vs OT:
 - Budgeting issue → contract article 6.3 vs. 7.5; not wanting to pay OT
 - If they are going to require you to stay late for two hours or less on any given day then they need to “compensate” you at the proper rate if you are > 40 hours that week
 - o 1.5:1 ratio of comp time; NOT ‘flex’ time
 - No contract language on flex time
 - o They are looking into this
 - Better “notice” on overtime expectations at the beginning of the work day
 - Supervisors, especially 3s, need to take the counter when lobby is full
 - Need to be more proactive than reactive in peak times
 - Potential MOU
5. Badges/phones/office entry
 - Newer LSRs aren’t being issued an official badge
 - o There is an agency-wide solution in the works where *all* DOL employees will have the same “badge”
 - Many LSOs only have one phone line
 - o They are phasing out old phone system (VOIT?)
 - o Need to identify which offices can accommodate multiple lines
 - o Gregory is aware of the issue
 - Inconsistent office access; we need equal access to assigned LSO to all staff
 - o Trying to upgrade access panels to get an access code for all employees
 - o Logistical issue
6. Tuesday-Saturday LSOs
 - a. Alexis emphasized that there is past practice establishing that this was adjusted
 - i. Closed offices early on Friday before bank holidays to make up for the 2-2.5 hour loss
 1. Alexis to provide documentation of this practice
7. Uniforms
 - a. The proposed uniform policy was bargained by your Union
 - i. We have come to a tentative agreement
 1. DOL-issued hats can now be worn indoors
 2. You can wear your Union swag at work
8. Relief work
 - a. Why not allow volunteers to provide relief in other LSOs?

- i. Union proposed asking for volunteers when an LSR on rotation doesn't want to do it

- 1. This was a problem in the past, apparently

9. Bilingual pay

- a. Not authorizing any new bilingual assignment pay because no system in place to properly certify
- b. Comprehensive testing workgroup in the works
- c. If you are performing bilingual duties and want to be compensated for it then contact Alexis asap

10. Daily huddles

- a. STOP doing them/decrease frequency
- b. Starts day on a negative note...not cool!
- c. Gregory says some people really like them???