**JFS APC Meeting Minutes**

**March 28, 2022**

**Teams Meeting**

**PRESENT:**

Management: Kevin Whaley, Jason Hovance, Rachael Wyant, Joanna Valentine

Union: Jeanine Martell, Susan Halter, David Scott, Lakesha Allen, Chasity Hampton

**INTRODUCTIONS:**

**OLD BUSINESS:**

1. **Commuter offset** - David, Joanna, and Jason spoke to this matter.

There has been no final decision made regarding the resolution for commuter offset as this matter is still under discussion with Pete. Other agencies haven’t finalized their commuter offset arrangements and they are waiting to hear what other agencies are implementing before establishing commuter offset for 1199. This will help to provide some consistency among agencies.

There was discussion about 1199 concerns regarding travel when having to come into the office to print or get supplies. Joanna explained the supervisors should schedule accordingly to have employees use time wisely such as leaving for the office. Kevin provided the example of leaving the house at 8:20am if you have a 9am appointment. The workday would start at 9am as the 40 minutes would be travel time to the office. If someone has started their day and is working from home and then must come into the office, the travel time would be considered as part of the workday. Joanna reminded everyone that EBS has printing services available and to consider this option especially if it’s a fairly large printing job.

David requested that the discussion include the fact that almost everyone is working from home, and this should be considered the primary office and not downtown (State Tower). Jason expects to have a resolution for the commuter offset within the next couple of weeks. Kevin advised he would contact David (1199) if there’s movement on the commuter offset prior to the next APC meeting in June.

1. **Office buildings** – During the 12/07/21 meeting, Tiffany discussed obtaining an office chair and cleaning out your office as they were closing buildings. Jeanine asked for an update. Kevin addressed this matter. 4200 is closed and those employee’s now have the State Tower as their assigned home office site. 4020 is almost cleared out. There is no estimate as to if, when, and the order in which each field office will be addressed.
2. **Teleworking -**This was part of the above discussion. The plan is to review the teleworking arrangement on an annual basis.

**NEW BUSINESS:**

1. **State Cars** – Jeanine and Kevin spoke to this matter

The question was raised as to how and when the evaluation of the distribution of state cars will completed. Kevin advised he has spoken with John White and the distribution of state cars is on hold. They are in the process of gathering new data with the teleworking now in place because there’s no valid data to review from the past two years due to the mandatory work from home (03/12/20 – 06/02/21). Car assignments in the past have included 10,000 miles or more driven within a given timeframe. DAS’s mileage requirement is 6,800 miles driven within a given timeframe. The practice of reassigning a state car when someone retires or leaves the agency is still a practice. Joanna spoke about the “crystal ball” and being able to project what the work situation will be in the future to project travel needs. There have been changes in travel needs because there is no “requirement” to travel since meetings/reviews can be held via Teams and not having to travel to an agency. She advised the OFC Bureau Chiefs could discuss the assignment of cars to their staff. Kevin will get with John to discuss “going forward” with assigning state cars. There was also discussion of having “pool” cars for everyone to use. Jeanine also asked for a review of supervisors who are assigned state cars. Kevin assured state cars wouldn’t be bounced around for a few hundred-mile differences among employee’s travel.

1. **Phone access** – Susan and Joanna spoke to this matter

When we initially started working from home, there was access to Jabber to make phone calls and the office phone would ring into your computer. Some calls can be made via Teams, but not everyone has Teams. There’s difficulty accessing Jabber and there shouldn’t be a need to use one’s personal phone at home to make and receive calls. Joanna suggested putting in a ticket to the OIS HelpDesk. She will check further into this matter.

**Future APC meeting dates – virtual from 1p-3p**

At the present time, the meetings shall remain as virtual.

**June 14, 2022**

September 13, 2022

December 13, 2022

Respectfully submitted,

Susan M. Halter