



MCB Camp Pendleton, Labor-Management Forum January 16, 2014

MEETING MINUTES

Members/Attendees

Col Robert Gates/MCIW-MCBCP	Judi Ramiro/ CHRO	Charles Molden/CHRO
Terry Hoeft/CHRO	Jay Smith/ CHRO	John Magnus/BPO
Michael Kelley/G-4	Tom Thompson/FD	Michael Jacobson/AFGE1881
Tony Reyes/NFFE919	Nathan Lies/ IAFF	David John/ Fac
Paul Simpson/PMO		

Opening Remarks and Agenda

Mr. Terry Hoeft welcomed the LM Forum members. He introduced Col Robert Gates as the new chairman of the LM Forum. Col Gates introduced himself and explained he had experience with another LM Forum at a previous duty station. Brief introductions were made among the attendees. Mr. Hoeft then distributed and presented the agenda to the LM Forum. The following topics were presented:

- Discussion for Reassignment for Light or Limited Duty (new business)
- Finalizing Charter Amendments and Changes (old business)
- Review of Communication Working Group Recommendations (old business)
- Discussion of Budgetary Issues Facing CPen this Year (new business)
- Union Proposal on Changes to BO 1020.1 (new business)
- Use and Recording of Official Time (new business)
- AtHoc Mass Notification System Discussion (new business)

Discussion for Reassignment for Light or Limited Duty

Mr. Hoeft presented the topic and said this agenda item would be presented first. This was done to allow a base employee to express his insight into the topic and exit the LM Forum early. The LM Forum members discussed the topic and highlighted the following:

- Mr. Molden explained the issues with employees being placed on administrative leave by management, and that they should be placed on light or limited duty only. He told the members that the Civilian Human Resources Office (CHRO) would assist management in helping them place these employees. This process would begin in February. Mr. Molden said that his office would

be contacting the department heads and would explain this new process to them.

- Mr. Kanealii Gear explained to the members that he was injured on the job and the issues he faced during his four month recovery. He explained that his pay was disrupted and it took a long time to receive payment from the Department of Labor. He made it clear that the whole process was frustrating and confusing.
- Ms. Judi Ramiro said that employees with a valid FECA claim and on an uncommon tour of duty (firefighters) will go to administrative work schedule (common tour of duty). She expressed the importance of distinguishing a work related injury and a non-work related injury.
- Mr. Smith explained that his FECA team would help educate employees and go on site to inform them of the FECA process. He also expressed the importance of employees to manage their leave and purchasing disability insurance (for non-work related injuries).
- Mr. Nathan Lies agreed that the Union's concerns with work related injuries and light duty would be addressed with management and Mr. Mark Rembert.
- The LM Forum members agreed that a policy letter would be drafted by the CHRO to help inform employees about light duty.

Finalizing Charter Amendments and Changes (old business)

Mr. Terry Hoeft handed out a copy of the revised Charter from March 6, 2014. The LM Forum members discussed the topic and came to an agreement on the following:

- Mr. Hoeft detailed the Charter changes to the LM Forum members. The following changes were detailed:
 - Page 2, 4a-the Deputy Commander will serve as the Chair and facilitator of the LM Forum.
 - Page 3, h- the meeting dates will be held quarterly, but can be held when necessary. At the conclusion of each meeting the LM Forum members will set the next meeting date.
 - Page 4, l-will be deleted.
 - Page 4, m-the proposed agenda items and meeting minutes will be provided to the LM Forum members within ten (10) workdays after the conclusion of the meeting.
- Mr. Hoeft told the members that these changes would be made and be ready for signature by the next scheduled LM Forum meeting. He explained that he would first send a final draft electronically to the members for review.

Review of Communication Working Group Recommendations (old business)

Mr. John Magnus recapped the prior discussion on the topic. The LM Forum members discussed the topic and agreed to the following:

- Mr. Magnus explained that a survey was conducted using Survey Monkey and it revealed that the Base's employees didn't understand what the LM Forum was. He added that the survey gave the LM Forum a baseline to work from. He told the members that the Communications Working Group was established to have some impact on the problem. He said Lean Six Sigma was applied to help

resolve the issue and deliverables had been created to impact the problem. Mr. Magnus explained that deliverables had not yet been enacted to date.

- The LM Forum members discussed and weighed the possibilities of other deliverables such as creating an app for smart phones, or a homepage. Mr. Mike Jacobson expressed that deliverables needed to be enacted currently, not later.
- The LM Forum members decided to have a meeting on how best implement the deliverables. The LM Forum members decided the meeting would be held at the CHRO, on 26 February 2014 at 0900.
- It was also decided that the word needed to get out about the LM Forum to employees and that the unions should tell their membership also.

Discussion of Budgetary Issues Facing CPen this Year (new business)

Mr. Judi Ramiro presented the topic to the LM Forum members. The LM Forum members discussed the topic and highlighted the following:

- Mr. Ramiro explained that the fiscal situation for FY 2014 was not dire, but FY 2015 and FY 2016 did not look as good. She said that VSIP/ VERA survey was being disseminated Marine Corps wide to the civilian workforce. She said this was all being done to avoid a RIF.
- Mr. Jacobson raised the issue of contractors being hired to replace civilian employees. He expressed to the members that the law requires civilians to perform these duties, not contractors. Ms. Ramiro explained that when this *is* done it is only done for a short term basis and when justified.

Union Proposal on Changes to BO 1020.1 (new business)

Mr. Terry Hoeft introduced the topic to the LM Forum members. The LM Forum members discussed the topic and came to an agreement on the following:

- Mr. Hoeft explained that Mr. Jacobson proposed a change to BO 1020.1. Mr. Hoeft said the issue arose because of civilians being told to abide to a dress code. Specifically the wearing of union headgear indoors aboard the Base. Mr. Jacobson said that civilians fall under a separate set of rules and the current BO 1020.1 that mentions civilians should be rescinded.
- Mr. Molden asked Mr. Jacobson if he would be satisfied if the BO 1020.1 was changed to remove the words civilian employees. Mr. Jacobson said this would satisfy him.
- It was decided that Col Gates would review BO 1020.01 and make changes to it, if it was warranted. Mr. Jacobson said he would still bargain on the issue, if it could not be resolved within the LM Forum.

Use and Recording of Official Time

Mr. Jay Smith introduced the topic to the LM Forum members. The LM Forum members discussed the topic and came to an agreement on the following:

- Mr. Smith explained that he ran a report for OPM and discovered that a better job needed to be done with the recording of official time. He said

that employees need to track official time within SLDCADA and on the proper forms. He explained that this also applies to union stewards and representatives. Mr. Smith made it clear that if official time is not captured properly that a grievance may^{be} filed by the agency. He asked for the union's help in making sure this was done. He explained that it was hard to capture this time as required by DOD, OPM and the U.S. Congress.

AtHoc Mass Notification System Discussion (new business)

Mr. Hoefft introduced the topic to the LM Forum members. The LM Forum members discussed the topic and highlighted the following:

- Mr. Hoefft explained that the system is designed to communicate with employees if there is a crisis and gives instructions. He said at this time the request for personal information is voluntary, but may be required in the future. Terry said that an official notification would be given to unions if this happens.

Future Meeting Date

- The next meeting for Forum members will be at 0900 to 1100 on 26 February 2014 at the CHRO.