

MEETING MINUTES

Member Attendees

Jane Holl Lute/Deputy Secretary	Connie Patrick/FLETC	Steve Hardman/AFGE-FEMA
Jeff Neal/CHCO	Daniel Ragsdale/ICE	Christopher Crane/AFGE-ICE
John Gage/AFGE National	John Lenihan/TSA	Jose Lamboglia/NTEU-CBP
Colleen Kelley/NTEU National	Rendell Jones/USCIS	Glenn Dockham/NTEU-CBP
TJ Bonner/NBPC	Jeffery Orner/USCG	Yasir Sheikh/NTEU-TSA
David V. Aguilar/CBP	Demetrios Stroubakis/AFGE-USCG	Vanessa Newton/NTEU-CBP
Albert Sligh/FEMA	David Wright/AFGE-FPS	Abdullah Shahbaaz/NTEU-CBP

Welcome by the Deputy Secretary

Deputy Secretary Jane Holl Lute welcomed DHS Labor-Management Forum members and advisors and stressed the importance of this Forum.

Review of the Proposed DHS Labor-Management Forum Charter

In follow up to the June 3 meeting, a Charter Working Group was established to develop the DHS Labor-Management Forum charter. Deputy Secretary Jane Holl Lute and Chief Human Capital Officer Jeff Neal introduced Karen Hilliard, who provided an overview of the Charter Working Group's activities and presented the draft charter. Attendees reviewed the draft charter and noted several discussion points for member consideration. Members agreed on the following changes:

- *Membership:* Membership was increased to 25 participants to include a NPPD management representative and increase AFGE and NTEU representation from five to six members.
- *Working Groups:* Members can ask staff to participate in Forum Working Groups on their behalf.
- *Co-Chairing Meetings:* The Deputy Secretary will co-chair the meetings. The National Presidents of AFGE and NTEU will co-chair the meetings on a rotating basis.
- *Frequency of Meetings:* Meetings will take place quarterly in-person with Working Group meetings taking place in between.
- *Length of Meetings:* A four-hour time block will be held for each meeting, with the agenda driving the actual length of the meeting.
- *Agenda Items:* Add "normally" to Section 5 Meetings and Procedures sentence, "agenda item is appropriate if it concerns a matter impacting at least two ..."
- *Section 5 Meetings and Procedures:* Add sentence stating that issues must be raised at the component-level first.

The Charter Working Group will meet to do the following:

- Add new language that addresses employee development and training in the charter and not solely as a metric in Section 4.
- Further define, in Section 5, whether time is duty time or official time.

Members discussed that, once final, the charter could serve as a model for component forums.

Next Steps: Charter Working Group will revise the charter and resend to Forum members by August 16.

Review of DHS Baseline Labor Relations Assessment

In follow up to the June 3 meeting, a Survey Working Group was established to discuss the DHS Labor Relations Assessment survey. The goal of the survey is to understand the current state of labor-management relations at DHS. Karen Hilliard provided an overview of the Survey Working Group's activities and discussed the draft survey with members. Members agreed that the survey should be administered at DHS and discussed the following:

- *Survey population:* Union officials and representatives, HR practitioners, and supervisors and managers within components that have established labor organizations. TSA will not be surveyed at this time. The survey participant population will be identified in August.

- *Security*: Participants must be within the DHS firewall to take the survey.
- *Anonymity*: Survey results will be presented in the aggregate and not reported in any areas where there are less than 10 responses.
- *Voluntary vs. Involuntary*: Survey participation will be voluntary and a sentence will be added to the introduction stating such.
- *Results*: Results will be distributed to forums at the level of recognition.

Members agreed that the Survey Working Group will address the following topics:

- Addition of engagement/temperature check question (i.e., How engaged in the process is the respondent?; Has the respondent attended training? If yes, when?).
- Addition of question asking about the participant's knowledge of the grievance process prior to follow on questions concerning grievances.
- Addition of an open-ended "what didn't we ask you" question.

Next Steps: Members are asked to e-mail questions and edits to Karen Hilliard at karen.hilliard@dhs.gov by August 9. An updated version of the survey will be sent to members by August 16. Survey distribution is targeted for mid-September.

B(1) Pilot Projects

DHS currently has five B(1) bargaining projects at FEMA. Members discussed whether B(1) pilot projects should be at FEMA only or expanded. The Deputy Secretary suggested a separate meeting to discuss B(1) pilot projects with John Gage, Colleen Kelley, and Jeff Neal. This group will identify categories for B(1) pilot project (i.e., safety or surging) and where they might apply. Options will be presented at the next meeting.

DHS Labor-Management Forum Website

The DHS Labor-Management Forum website is up and running. The site is available to all employees and the public by visiting http://www.dhs.gov/xabout/structure/gc_1276175270565.shtm.

FLRA/FMCS Training

Joint FLRA/FMCS training is offered via scheduled class sessions and custom training. Members discussed the labor relations training options on EO 13522 for the DHS forum and at the level of recognition. Members agreed that there is a need for training, and a new Training Working Group was created. NTEU and FLETC will serve as Training Working Group members and CHCO will assist. A proposal will be presented at the September meeting.

Next Meeting: September 22, 2010 from 1:00 – 3:00 p.m. in Washington, DC.