

Shift Staffing Recommendation Task Force Meeting

Members Present:

Agenda: Task Force Decision Process, Role of Facilitator, Communications, Burning Questions, Define Final Product, Fact Finding, Brainstorm Ideas for Cost Savings, Next Steps

Task Force Decision Making Process: Use the “5 finger” test for consensus. Define consensus. What to do if it bogs down?

Role of Facilitator: To keep committee on track, summarize draft notes, play devil’s advocate and focus on the end point.

Communications: Summary of each meeting will be posted on the website with a section for burning questions. Managers to send out a joint e-mail with the website link.

Burning Questions: The committee raised questions that members have been hearing among staff and spent time answering.

Final Product: A written recommendation that addresses cost, job performance, health and operator efficiency backed by supporting data and a presentation for the Management Team that is simple, fast and interesting.

Fact Finding: The committee spent time talking about the cost of shift compared to peers, quantifying health factors and identifying measures of productivity. Tasks were assigned to collect data on internal and industry costs for shift crews, health impacts (e.g., accidents, disability claims, Family and Medical Leave Act claims) and productivity (e.g., overtime use, sack outs).

Brainstorming Ideas: The committee spent time generating cost saving ideas, identifying whether any could be implemented under the current contracts or needed to be bargained and prioritizing some of the ideas for further study and discussion.

Milestones and Next Steps: A timeline for meetings and expected outcomes from each.