

WORKPLACE PARTNERSHIP GROUP
—Third Business Meeting—
Monday, January 25, 2016; 11:00 a.m.
Minneapolis City Hall – Room 319

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1. Call to Order

The Chair called the meeting to order at 11:13 a.m. The following members were found to be in attendance:

Attending: Susie Brown; Steve Cramer; Liz Doyle; Brian K. Elliott; Stephanie Gasca; Molly Glasgow; Chelsie Glaubitz Gabiou; Ron Harris; Christopher Carl Pennock; Tony Lacroix-Dalluhn; Wade Luneburg; Bruce Nustad; Jim Rowader; Danny Schwartzman; and Sarah Webster Norton [*See attached attendance sheet*]

The following staff members were also present: Nuria Rivera-Vandermyde; Luke Weisberg; Casey Carl; Gretchen Musicant; David Rubedor; Peter Ginder; Kendrick; David Frank; and Sasha Bergman.

2. Acceptance of Minutes – Second Business Meeting: January 11, 2016

On motion by Luneburg, the minutes of the Second Business Meeting conducted Monday, January 11, 2016, were approved.

3. Report from the Chair

A. Review of input from listening sessions

The Chair indicated this item would be moved to end of agenda.

B. Affirming/amending work schedule

The Chair noted the schedule of listening sessions was nearly concluded; now the Partnership Group would turn its attention to crafting specific policy elements to report to the Mayor and City Council, working through February. To that point, she noted at least one additional business meeting might be needed to finalize the report and indicated staff will poll calendars to confirm potential dates for availability.

4. Research Findings

- A. Presentation of Minneapolis business and employee profiles
- B. Presentation of comparative data from other jurisdictions
- C. What we know about implementation elsewhere

Mr. Weisberg reported back on a list of questions raised by the membership at previous meetings; his commentary was accompanied by a data presentation that contextualized many of the demographic issues tied to the question of paid sick time, sorted by sector/industry; number of employers and employees; job status and/or type of work; median wage/compensation; and various other factors,

reflecting data for employees working in Minneapolis, whether or not they also reside in the city and whether or not the employer's primary headquarters are located in the city.

Mr. Weisberg said about half of the employees reflected in the data were considered to work in a part-time status, estimated at roughly 175,000 based on statewide data average (QC); however, that data was not reflected in the overall aggregate data shown in the charts. He also said that staff clarified there were 9,748 businesses in Minneapolis with employees, based on data provided from the Bureau of Labor Statistics in 2007. Of that total, he said staff was working to identify meaningful overlaps between healthcare, inspections, and other fields regulated by the city, county, or state to determine if there were touchpoints addressing workers with paid time off. Mr. Weisberg also said Minneapolis represented approximately 17% of all jobs across the seven-county metropolitan area, and most of those jobs were held by non-residents. When compared to other selected jurisdictions—including San Francisco, Seattle, Washington D.C., and New York City, for example—Minneapolis had the largest number of non-residents working within its corporate borders who could be impacted by a municipal sick time policy. In conclusion, Mr. Weisberg indicated that studies produced by municipalities with sick time policies showed that fewer than half of employers reported having to make significant changes to workplace policies in order to implement the municipal sick time policy, either because they met the minimum policy standards or exceeded those requirements.

The online tool was interactive and allowed users to parse various data points to dig deeper into the research on employment sector details in the City of Minneapolis. That data visualization presentation was posted to the City website, and was available to the public through the Community Planning & Economic Development Department webpage, at: www.ci.minneapolis.mn.us/cped/data. [See attached PowerPoint slide deck for additional details.]

5. Unfinished Business

A. Affirmation of decision-making process

Mr. Weisberg reviewed the consensus decision-making model previously discussed, in which members would self-report their positions on policy elements or issues on a 1-to-6 scale; the goal was to proceed by consensus unless a formal vote was required. A roll-call vote on the final report to be submitted to the Mayor and City Council was required. Details on the consensus decision-making model were captured in the PowerPoint slide deck, for reference.

6. New Business

A. Review of key policy element decision-points

Mr. Weisberg presented a matrix model which re-oriented the initial decision pathways document previously distributed to members; this matrix model grouped potential policy elements together, with relevant issues, components, and sub-components identified for further discussion. [See attached Detailed Policy Decision Outline.]

The membership reviewed the matrix model; added further decision-points under broad categories; and clarified the general intent, context, and meaning for each of the subject-matter groupings. Thereafter, Mr. Weisberg facilitated a review of the first policy category—SCOPE—and invited feedback from those members in attendance. A revised matrix chart, incorporating the additions and modifications agreed to by the membership, will be prepared and distributed at the next business meeting.

The Chair indicated it was her intention to take up and discuss one major policy category at each of the remaining business meetings; the goal being to finalize and reach agreement on each of the major policy categories by the conclusion of each business meeting.

7. **Adjournment**

With no further business to be presented, on motion by Luneburg the meeting adjourned at 1:01 p.m.

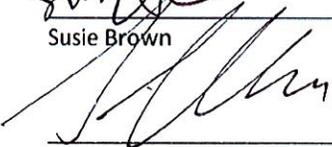
Workplace Partnership Group

ATTENDANCE SIGN-IN SHEET Monday, January 25, 2016





Susie Brown



Steve Cramer

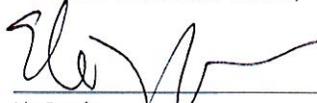


Molly Glasgow

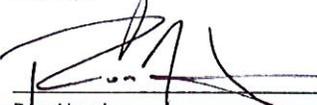


Christopher Carl Pennock

Guillermo Alexander Lindsay



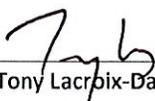
Liz Doyle



Ron Harris

Faisal A. Mohamud Deri

Dayna Frank



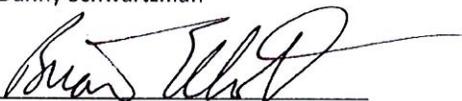
Tony Lacroix-Dalluhn



Jim Rowader



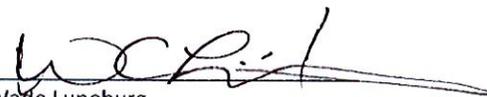
Danny Schwartzman



Brian K. Elliott



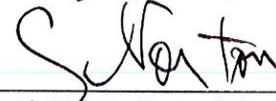
Chelsie Glaubitz Gabiou



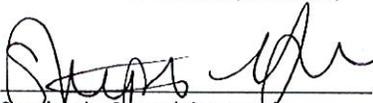
Wade Luneburg



Bruce Nustad (alternate)



Sarah Webster Norton (alternate)



Stephanie Gasca (alternate)

Abdirahman Kahin (alternate)

CITY OF MINNEAPOLIS

WORKPLACE REGULATIONS PARTNERSHIP GROUP

BUSINESS MEETING

MONDAY, JANUARY 25, 2016



OUR AGENDA

1. Call to Order
2. Acceptance of Minutes from 1/11/16 meeting
3. Report from the Chair
 - A. Affirm/Amend work schedule
4. Research Findings
5. Unfinished Business
 - A. Review of key decision points
 - B. Affirmation of decisionmaking process
 - C. Brief review of listening session input thus far
6. New Business
7. Adjournment

WRP Calendar (at 1/25/16)

THU 1/21/16	LISTENING SESSION	6:30—8:00 pm Sabathani Community Center 310 East 38th Street
MON 2/1/16	WPG Business Meeting #3	11:30 am to 1:30 pm
TUE 1/26/16	LISTENING SESSION East African Employees & Employers	2:30 - 3:30 p.m. African Development Center 1931 South 6th Street
TUE 1/26/16	LISTENING SESSION American Indian Employees & Employers	6:00 - 6:00 p.m. AI My Relations Gallery 1414 E. Franklin Ave.
WED 1/27/16	LISTENING SESSION Southeast Asian Employees & Employers	2:30 - 3:30 p.m. Among American Mutual Assist. Assoc. 4024 North Washington Ave. #101
THU 1/28/16	LISTENING SESSION Health Care Employees & Employers	2:00-4:00 pm Allina Commons 2925 Chicago Ave. S.
MON 2/8/16	WPG Business Meeting #4	7:30—9:00 am
THU 2/11/16	WPG Business Meeting #5	3:00—5:00 pm
WED 2/17/16	WPG Business Meeting #6	7:30—9:00 am
MON 2/22/16	Recommendations forwarded to COW for presentation on WED 2/24/16	

RESEARCH: YOU ASKED...

- # of employees in the City of Minneapolis, by industry, by employment status (PT/FT), and by race

Answers at <http://www.ci.minneapolis.mn.us/cped/data>

RESEARCH: YOU ASKED...

- # of employers in the City of Minneapolis, by industry and other factors

Answers at <http://www.ci.minneapolis.mn.us/cped/data>

ADDRESSING OUR OBJECTIVES

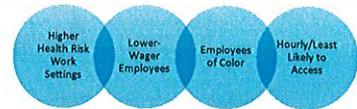
GUIDING OBJECTIVES

- Improve Public Health**


Improve the health of the community by addressing the social, behavioral, and environmental determinants of health.
- Improve Employee Health & Labor Conditions**


Ensure that all workers have the opportunity to work in safe and healthy conditions, and that they are treated with respect and dignity.
- Improve Business Climate for Attracting and Retaining Employees**


Support the growth and success of businesses in the city, and ensure that they are able to attract and retain the talent they need to thrive.



RESEARCH: YOU ASKED...

- Relationship of City of Minneapolis to businesses operating in Minneapolis.
 - 2007 data from the Bureau of Labor Statistics shows 9,748 businesses in Minneapolis with employees.
 - We estimate that health and other regulatory relationships may touch **XX%** of those businesses.

RESEARCH: YOU ASKED...

- How does Minneapolis compare to other metro areas where earned sick time policies have been enacted?

Answers at <http://www.ci.minneapolis.mn.us/cped/data>

DETAILED OUTLINE

- Scope
- Usage
- Accrual Mechanism
- Monitoring, Enforcement & Implementation

DECISIONMAKING PROCESS

- Move through individual points
- Review relevant learning
- Discuss in small/large group format
- Consensus checks
- Track agreement/remaining issues
- Final vote on recommendations

WE WILL MEET AGAIN...

- **Ground Rules for Group Decision Making**
- The facilitator will use the following scale to poll the group on whether consensus has been reached. Participants will express their level of comfort and commitment by indicating:
 1. Wholeheartedly agree
 2. Good idea
 3. Supportive
 4. Reservations – would like talk
 5. Serious concerns – must talk
 6. Cannot be part of the decision
- If all participants fall between 1 and 3, consensus on the item is assumed. When someone falls between 4 and 6, that person must state their concerns clearly and offer a constructive alternative. The group will attempt to meet the interests of those parties, without diminishing their own interests.

WE WILL MEET AGAIN...

- At a listening session near you...
- Next WPG Business Meeting, Monday, February 1, 11:30 am at Minneapolis City Hall

WORKPLACE PARTNERSHIP GROUP DETAILED POLICY DECISION OUTLINE - Draft for discussion, 1/25/16

I. SCOPE	<i>We recommend a policy that covers:</i>	NOTES
A) Covered employers	1. Employers based in Minneapolis	
	2. Employers with employees who work within Minneapolis, regardless of employer location	
	3. Only employers in sectors with significant public health exposure	Define at employer or employee level?
B) Covered employees	1. All employees who work within Minneapolis	
	2. All employees who conduct at least ___ hours of work a year in Minneapolis	
II. USAGE	<i>We recommend a policy that allows usage of sick time for:</i>	
A) Employee vs employee + family	1. Employee health needs only	
	2. Health needs of employee as well as family members, broadly defined	Consider definitions from other cities
B) Circumstances that qualify for the usage of "sick" time	Mental and physical illness, injuries, health conditions, diagnostic and preventive care, school closures due to public health or other emergencies.	State law requires paid sick leave policies to also cover safe leave usage. Text could make note of this law, and reflect feedback from listening sessions on this issue.

C) Increments of usage	1. Full shift/day is the smallest increment of time that can be taken off as "sick time"	
	2. Partial shift/day can be taken off as "sick time"	This issue here is the "doctor's appointment" or the child who is sick for only part of the school day. Smallest increment allowable in employer payroll system?
D) Doctor's note/ documentation	1. Doctor's note or other employee proof of illness for time taken	Potential for inappropriate use, balanced with cost and difficulty of getting a doctor's note, and employee privacy considerations. (Related issue: advance notice.)
	2. No doctor's note requirement	
E) Relationship to PTO/overall mechanism	1. Sick days are accrued/used separately than other forms of PTO, vacation and other types of leave. 2. Paid leave policies – such as employer PTO policies, other types of leave policies or existing agreements – are in compliance with the ordinance if they meet the minimum standards. 3. Sick days program is administered by the city through a payroll tax into a fund that pays for sick days for all workers in Minneapolis.	
III. ACCRUAL/MECHANISM	<i>We recommend a policy that contains the following provisions:</i>	
A) Accrual vs other mechanism	1. Employee receives full allotment of sick time at commencement of employment, and receives the same allotment at the beginning of each year of employment thereafter.	
	2. Employees accrue sick time according to a specified accrual rate (e.g. 1 hour for every 30 hours worked)	

<p>B) Amount of time received/earned</p>	<p>If an accrual system, an employee should earn sick time at the rate of 1 hour for every 30 hours worked. If using an allotment system, an employee should receive amount equivalent to accruing at that rate for one year.</p>	<p>Recommendation language on this item depends on outcome for preceding topic (accrual vs other mechanism)</p>
<p>C) Carryover</p>	<p>Sick time that is accrued and unused may carry over into the following year.</p>	<p>Group may wish to consider a cap on the amount of time that may be carried over (such as a cap equivalent to a full year of accrual) to mitigate financial liability associated with large accrued leave balances.</p>
<p>D) Distinctions by size of employer</p>	<p>Employees working for employers with less than 5 employees may earn no more than ___ days/hours of sick time in a year.</p>	
<p>E) Provisional period at start of employment</p>	<p>Employee begins to accrue time immediately, but the use of sick time is at the employer's discretion in the initial 2-3 months of employment</p>	<p>Employee gains by accruing immediately, but employer is also protected by not having to grant time for summer employees, for example.</p>

IV. MONITORING, ENFORCEMENT & IMPLEMENTATION	We recommend that the City of Minneapolis:	
<i>This section is still under development</i>		
A) Education and outreach	Undertake proactive, culturally appropriate outreach and education efforts to ensure that employees and employers are aware of the new policy and understand it. On an ongoing basis, employers and employees should receive timely, updated, accurate and easy-to-understand information about rights and responsibilities.	
B) Enforcement system	Design a robust enforcement system that maximizes employer compliance and provides fully accessible avenues for bringing and resolving complaints.	May include both complaint-based and more proactive methods of enforcement
C) Retaliation	Ensure that all workers are protected from retaliation in any form.	Text could note some of the forms of retaliation mentioned in listening sessions
D) Remedies/penalties for violations	Create remedies/penalties that maximize compliance ...	
E) Recordkeeping/ notice	Ensure recordkeeping rules will provide timely and sufficient information to the city and employees, as needed, without undue administrative burdens on the employer.	
F) Ongoing reporting, monitoring and policy improvements	Ensure that employers and employees have opportunity to monitor implementation, receive relevant data on the ordinance in practice, and consider potential policy changes.	