



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 121 AIR REFUELING WING (AMC) (ANG)
7370 MINUTEMAN WAY
RICKENBACKER AIR NATIONAL GUARD BASE OHIO 43217-1161**

30 October 2009

MEMORANDUM FOR 121 ARW

FROM: 121 ARW/LPC

SUBJECT: Local Partnership Committee (LPC) Meeting Minutes

1. Individuals present for the 26/27 October meeting:

Tom Calhoun	Greg Shafer
Mike Troxel	Leslie Miller
Dan Gladman	Tom Guard
Wayne Fuller	Don Bateson
Rick Clark	John Gibson
Mark Hoppes	Charles Holloway

Guests:

Greg Schnulo	Jeff Tanner
Daryl Scott	

2. Hand-outs:

- 121 ARW LPC Policy Letters
- Town Hall Meeting Agenda, 5 Nov 2009

3. Items Discussed:

- Partnership Building Training
- Performance Appraisal Policy
- Labor/Management Communication
- LPC Empowerment and Revitalization
- Job Announcement Coordination
- Improvement of Trust Between Labor and Management
- Town Hall Meeting Agenda
- Work Schedule Policy
- Accountability for Co-Leaders
- Process Identification

4. Partnership was reaffirmed by all members as to their commitment to the LPC. Members of the JPEC briefed the LPC members on how the committee was to be empowered to handle labor / management issues.

5. The Performance Appraisal Policy was reviewed and will be revised to include the new tool, MYBIZ, which should alleviate the problems with HRO receiving late appraisal.

6. Senior labor and management representatives agreed that they would communicate all issues to the entire body of the LPC no matter how small the issue.

7. The JPEC has empowered the LPC to solve issues for the Wing, and that mission accomplishment, quality of life, and community of service are all of equal importance.
8. All job openings will be coordinated between the Selecting Official and the Union Vice President for approval of all areas of consideration prior to submitting to HRO. Any exceptions or changes to the standard area of consideration must also be coordinated for approval.
9. The HRO representative encouraged the LPC body to have an open line of communication between all members to improve effectiveness and trust.
10. The order of business for the Town Hall meeting was reviewed to inform members of the sequence of events.
11. Finance has been contacted to gather data to present to the LPC about the effectiveness of all the current work schedules.
12. Meeting management includes providing adequate time to allow all LPC members to review agenda items prior to meetings and to coordinate draft meeting minutes in a timely manner. The LPC folder has been reorganized to make it more user friendly to new co-leaders.
13. We reviewed and modified an Issue Suggestion Form to provide the workforce a tool for process identification.

Scribe: John Gibson

Approved as written

//SIGNED//
DAN GLADMAN
LPC Co-Chair

//SIGNED//
TOM GUARD
LPC Co-Chair