

**PEF/DOH  
LABOR/MANAGEMENT Agenda  
Meeting at PEF Headquarters  
November 20, 2023**

**Attendees: Shana Flow, Tammy Honeywell, Cheryl Geiler, Rosa Arenas, Kim Jensen, Jen Lanahan, Erika Baker, Kenny Ferro, Myron Getman, Susan Billi, Dawn Lemandowski, Susan Billi, John Ingram, Ryan Stoliker, Danielle Freeman, Alejandra Stein, Amy Sovie, Christina Capullo, Quadsia Aloram, Sharon Lacy, Karen McCarroll, Scott Crossman,**

- 1. What are the Current FTEs? What are the current PEF FTEs? What are the targeted FTEs? The Budgeted contained additional FTE's what division will they be filled?**

***Management Response:***

*The current FTEs are 4738 including DOH facilities, PEF 3086, and target are 6057 and currently filling positions across DOH and facilities. No information on a hiring freeze and DOH continuing to fill positions. DOH has lobbied for more positions into the PCO. (PCO requires a bachelor's degree.) There is a quick turnaround for responding to applicants and new hires.*

***Action Item:*** *Management will send self-training information to PEF. (reasonable accommodations, FMLA etc.)*

- 2. PEF would like to have the DOH grant the Stewards EOL for training purposes?**

***Management Response:***

*HR and OER advised EOL is normally not allowed, and request made directly to OER. 4.7 D and PEF HQ will send to OER.*

***Action Item:*** *Management will research further and advise PEF. Management will send information from OER website.*

**Telecommuting has there been any thought to extend it further then June 30<sup>th</sup>?**

***Management Response:***

*The Commissioner indicated, he will recommend to the governor what works and what has not worked for telecommuting. The whole agency will have the same guidelines for telecommuting and the timeline.*

4. We have previously asked, has the Global Address System identifiers for consultants and contractors been completed? If not where in the process are, we, and timeframe completion?

***Management Response:***

*The contractors are not employed by DOH and it would be a business contract change,*

5. What is the state of the new public health laboratories?

***Management Response:***

*The contract has been approved and submitted to all staff. Completion target date is 2030.*

*Action Item: Management will research further on why facilities/labs were not included in the plan, (Toxic and deadly chemical handling and usage)*

6. “During a meeting announcing the termination of most of the environmental proficiency testing program, the Wadsworth Director’s office indicated they had repeatedly asked for lifts on the FTE cap for the labs. Have they asked for such an increase? Is there going to be an increase in FTE (Research Scientist, Laboratory Specialist, Laboratory Assistant) for the labs?”

***Management Response:***

*Wadsworth request and received new positions (18).*

*Action Item: Management will address inappropriate issues/behaviors through the HR process offline. (Internal training, traineeships, short staffing)  
PEF request meeting for work life balance. (lab local meetings and health & safety)  
Ryan Stoliker will share information for local meetings.*

7. “What other programs in the laboratories is DOH planning on terminating or downsizing?” Is it possible to obtain, the Work plan or Action plan to what programs will be back filled?

***Management Response:***

*Currently no information for relocations and downsizings. (Environmental laboratory approval program cuts)*

*Action Item: Management will research further.*

8. Does the State have an agreement with any private organization to partner in the building of the Lab? Do they have any commitments from outside vendors to be tenants in the lab? If so, could you provide further information?

***Management Response:***

*May 2020 press release working with DASNY, Gilbane Inc, turner construction company.*

*Action Item: Management will provide the update from Share Point along with updates in the future.*

**Vets Homes:**

- A. Can you give us an updated breakdown of the Nurses in both the Nurse 1 and Nurse 2 titles, and by each Home how many items are budgeted (by title) and how many are vacant?

***Management Response:***

*Management will follow-up in another meeting and attached to the minutes.*

- B. Can we get a copy of the OT reports for the homes? How many shifts were filled by OT?

***Management Response:***

*The report was previously provided and is publicly available, management will send a copy of the report.*

- C. Could you please supply a copy of the Nurses Coverage Plan pursuant to Labor Law section 167, for all the Vets Homes and Helen Hayes?

***Management Response:***

*Management will send everything in an email by the end of next week.*

- D. What is the current per diem (hourly rate the DOH is Payment nurses and how is it being calculated?

***Management Response:***

*Fiscal year 2024 R1 increased to \$2711 and er deem contractual increases.*

**Civil Service:**

1. Are you planning any title consolidations, title structure changes, reallocations or requests for salary differentials or increases in salary differentials for any PEF or M/C title? If you are planning such a request, please provide the titles.

***Management Response:***

*Currently management is not aware of any civil service initiating any new titles. No contractual titles and hiring for emergencies Phase 2 include several titles. Appointed noncompetitive then they will test to become competitive. (Nursing titles)*

***Action Item:*** Management will provide a listing of titles to PEF.

2. Are you planning to request that the Civil Service Commission approve any new non-competitive or exempt titles or any increase in the current allowable number of non-competitive or exempt titles for the agency? If you are planning such requests, please provide the unit in which such new or increased non-competitive or exempt title(s) will exist and the rationale for creating or increasing the number of such titles?

***Management Response:*** Same as question 1?

3. Do you have any pending request at the Division of Classification and Compensation regarding any PEF title?

***Management Response:***

*There are 2 pending requests Architect and Administrative specialist.*

4. Is the waiver process for hiring still on hold? Has there been any talk of a Hiring Freeze?

***Management Response:*** Answered

5. Does DOH have any outstanding Civil Service Test that a list has not been created for? What titles are affected? When was the exam given?

***Management Response:***

*There are a handful of titles pharmacy supervisor/manager, business system management and two exams held in October awaiting results. Civil Service will get the results within 3 months.*

*Action Item: Alejandra will research salary question posed by Susan Billi.*

6. Can PEF get a report on the number of Provisionals and what items they are in?

*Management Response:*

*There are 76 provisional, 57 main office and 19 in the facilities.*

7. Are there currently any PEER Review Candidates that have passed awaiting promotions? Research Scientist do not qualify for PEER Review and why?

*Management Response:*

*None currently. There are no current discussions for PEER review.*

8. Bullying, has management seen an increase in these complaints? If possible, could you provide how many complaints from the past 2 years?

*Management Response:*

*Management will take this offline and discuss under Workplace violence. There's been an uptick in workplace violence. Management will provide a date to PEF.*

9. Is it possible to obtain a Seniority list? If not Statewide can individual Programs provide them?

*Management Response:*

*Action Item: Can the specific request be sent to management. PEF will send to management.*

10. Has there been any new hires for the following: Health Program Administrator 1, 2, 3, or 4 (grades 23, 25, 27, 29) or an Area Office Director (grade 63). Our program consists of two teams, one Rochester and one Buffalo. The Rochester team consists of four HCS3's (grade 22) and the Buffalo team consists of two HCS3's and two Health Care Surveyor 2's (grade 20). Both teams are managed by one person, a HCS4 (grade 25). In the absence of the HCS4, our program has no one to report to. When the HCS4 is not available, there is no one to approve timecards, approve travel (which results in travel card suspension), request time off, conduct quality reviews on statements of deficiencies, train and supervise new hires, handle requests

from Albany, handle on call responsibilities, etc. Long term care, hospital, and adult homes all have teams comprised of area office directors and grades 23, 25, 27, and 29's. Additionally, all the other programs have someone supervising the Buffalo team and a separate person supervising the Rochester team. Home care is the only program that is not structured this way; historically, the allocation of waivers has not been equitable. This has been brought up at the local level. This seems to be an issue in these titles throughout the State.

***Management Response:***

*The reports are given on a biweekly basis.*

***Action Item:*** *Management will research the specifics at another time.*

***ADD ONS:***

*\*No status update for move from 99 Washington Ave Albany, New York. \*  
(moving is happening intermittently)*

***Action Item:*** *Management to get further information and will advise PEF.*

*Vital Statistics management will discuss meal ticket, backlog offline discussion. Many positions have been posted for the office. Management requests member centered questions be submitted by PEF.*

*\*Gender approved facilities request will be sent to Christina.*

*\*Jessica handles parking issues.*

*\*If issues with bullet holes in window must be reported to BHR and local law enforcement. Police escort to and from vehicle in public areas.*

***Action Item:*** *Management will get further information from law enforcement and advise PEF.*

*PEF request blast sent out on DOH news for exchange of accruals. (vacation time)*

***Next Meeting:*** *May 08, 2024 (10am to 12pm)*

***New Business:*** *Central Islip hired someone 6'3" individual can see over the stall in the bathroom. (privacy dividers in the lady's room 5<sup>th</sup> floor)*

***Action Item:*** *Management will take back to OGS/gender neutral bathroom.*

