

PEF- DOH Statewide Labor Management Meeting

February 26, 2025

PEF Headquarters + Webex

Attendees:

PEF:

Co-Chair Erika Baker

Co-Chair Kimberly
Jensen

Susan Billi

Steven Brooks

Myron Getman

Bruce Giddings

Tammy Honeywell

Rosa Arenas

DOH:

Karen McCarroll

Jennifer Lanahan

Qudsia Akram

Scott Crossman

Jessica DiPrima

Sharon Lacy

Alejandra Stein

Andy Ruby

Agenda Items:

1. Introductions

- a. Introductions- Name and role- See above

2. Prior Meeting Minutes

- a. Approval of prior meeting minutes:
- b. Action items for publishing minutes to DOH HRMG and PEF Internal:

Decision/Outcome: a. DOH Management stated they reviewed and accepted and the previous minutes dating back to 2021

Action Items: b. DOH Management agreed to post them on the DOH BER SharePoint and PEF will work with Labor Management Secretary Chelsea to have them saved in the Labor Management file and posted on the PEF website

3. Federal Actions

- a. Facts and Questions Webex has been very helpful based on feedback received from members. PEF would like to voice support for these to continue, to keep staff in the loop on how any changes may impact our programs.
- b. Are there any programs that are being reduced or closed due to loss of grants or federal monies?
- c. Has there been any changes due to the federal Executive Orders that are negatively impacting the work that DOH does, particularly in areas that are funded by or involved with NIH or CDC?
 - i. This could include a loss of communication or data availability.

Decision/Outcome:

- b. The Office of Employee Relations has created a team to review and evaluate Federal Actions
- c. Login to weekly DOH Facts and Questions Webex on Thursday to stay up to with federal executive order impact to NYS DOH programs.

Action Items: DOH will monitor the fluid situation and provide updates as able to.

4. Telecommuting

- a. Will DOH confirm that the telecommuting agreement will be extended to June 2026?
- b. Members have expressed concern that the State may follow the Federal requirement to a 100% return to office.
 - i. Recently, OHIP staff were asked to confirm their schedules for pay period ending 09/25/2024, which caused additional concern. Can DOH provide clarity on the purpose of this request?

Decision/Outcome:

- a. at this point there is nothing to preclude that there will be any changes will be made to current telecommuting program, and it is likely that it will be extended.
- b. DOH confirmed that federal actions do not dictate state actions.
 - i. The inquiry on telecommuting schedules on 9/25/24 was an inquiry from the governor's office that was used to get a snapshot in time of telecommuting. This action was a statewide audit related to telecommuting.

Action Items: PEF has requested that ample notice be given to employees regarding the renewal and extension of the 06/30/2025 telecommuting agreement. Per contract the agency is to meet and confer 60 days prior to any discuss any changes to the telecommuting agreement with PEF Labor Representatives

5. PEF Orientation

- a. Review of November 2024 Orientation
 - i. Can management share the language that was added to the invite instructing participants to use the Webex that was sent separately?
- b. Confirming correct TDS codes for PEF representatives at Orientation
- c. Does management have confirmation from OER on the access to employees at both the onboarding and the orientation?

Decision/Outcome:

- a. Alejandra can share the language that was added to the invite instructing participants to use the Webex that was sent separately.
- b. CSL 208-new employee meet, CSL 208 rep-union representative CSL 208 trav-travel
- c. DOH will have to request approval for PEF to attend both biweekly and quarterly orientations because at this time PEF is advised by DOH HRMG to attend one of the other

Action Items: DOH HRMG will follow up with PEF DOH SW LM co-chairs Kim Jensen and Erika Baker to advise if able to attend both quarterly and biweekly orientation as well as will provide time codes in email.

6. New and Separating PEF Employees List

- a. Is there a decision from management on if the separating list can be updated to include:
 - i. Mail Drop
 - ii. Unit
 - iii. Supervisor

Decision/Outcome:

DOH HRMG says not able to provide Supervisor information and would like to ask the business reason for PEF's request. PEF says it will be used to track trends and to conduct exit interviews if applicable. For example: if PEF sees many employees leaving under a specific supervisor may want to have an exit interview to see why to help agency not lose good workers due to a toxic work environment or supervisor bullying.

Action Items: DOH HRMG said they will review the request and get back to PEF.

7. 2025-2026 \$600 Higher Education Payment

- a. When will DOH be sending out communications to staff who need to submit documentation?
 - i. Will this be a direct email to staff that have not provided documentation, or a DOH News item/email blast to all employees?

Decision/Outcome:

Guidance on the topic was posted to DOH News and emailed prior to the meeting. Employees who submitted documentation and received payment last year will not have to submit again paperwork again, but new employees will have to submit refer to DOH news for more information.

Action Items: PEF members will submit documentation requested if applicable. DOH HR will provide the names of PEF members that are eligible for the \$600 Higher Education Payment

8. Health and Safety

- a. Workplace Violence Advisory Committee
 - i. Rescheduling time for review

Decision/Outcome: DOH HRMG scheduled meeting for April 2025 to review the Workplace Violence reports. Myron Getman asked if CSEA can be included to the meeting invite as well.

Action Items: DOH HRMG to include CSEA in April WPVAC meeting.

9. Civil Service Fills

- a. What is the schedule for PEF to receive the quarterly report:
 - i. Quarterly count of student assistants, aides, interns, fellowships in PEF represented items, broken down by title
- b. Has DOH determined how many PEF items are in recruitment?
- c. Can DOH share the number of Titles filled by PEF employees in 2024 as compared to 2023?

Decision/Outcome:

- a. Alejandra states that the requested report is sent to PEF HQ and was under the impression the PEF LM leaders had access to that information. Kim Jensen advised that we as PEF LM committee do not have access to that report and requested the DOH HRMG send it directly to us as well. Alejandra said that it seems duplicative but agreed to send the report.
- b. 195 positions under active recruitment in HPA, Health care Surveyor and Research Scientist titles
- c. 814 in 2023 and 970 in 2024

Action Items: Alejandra will send quarterly report on Civil Service Fills to PEF LM co-chairs _

10. Provisional PEF Members

- a. What is the timeline for DOH to provide a list of provisional PEF represented titles?
 - i. Report should include:
 1. Name
 2. Title
 3. Location
 4. Date of hire into Provisional Title
 5. Date of last examination for Title

Decision/Outcome:

DOH HRMG will not release the names of the Provisionals to respect confidentiality. There about 13 PEF members in provisional positions and tests have been prioritized for those titles. Health System Specialist GD23, Health System Specialist (Emergency Management) GD23, Investigator Narcotics GD21, Public Health Nutritionist 3 GD27 and Professional Medicaid GD25. Karen McCarroll recommended that PEF advise members to sign up for DOH NEWS notifications, so they receive test announcements and job postings they meet the minimum qualifications for.

Action Items: DOH Management will send general report information by email

11. Fiscal Year 2026 Budget – Review of Current Status

- a. Are there any programs that DOH is considering curtailing to keep the budget flat, as requested?
- b. Are there any new or existing programs that will be contracted out?
- c. Will any current contracted projects be expanded?
- d. Are any offices or institutions being consolidated?
- e. Are there any legislative changes that may require altering the delivery of services?
- f. Are there any priorities coming from Chamber or the Governor that may impact or change operations within the Department?

Decision/Outcome:

Andy Ruby answered the following:

- a. based on the proposed NYS budget there has been no state operation reductions
- b. no
- c. generally no, actually there has been a natural ramp up as programs as still getting to full stride.
- d. no
- e. proposed limited local assistance impacts to non-core programs f. will have to see what legislative changes will be in the final and active budget and hopefully it passes on time.

Action Items: Andy Ruby to follow up with PEF LM in writing on Budget questions once NYS budget is passed and final.

f. Reasonable Accommodations

- a. Has a decision been reached out whether DOH can provide a count of reasonable accommodations currently in place for PEF represented items.

Decision/Outcome: Scott Crossman stated that currently DOH is not able to breakdown RA counts by negotiating unit

Action Items: DOH Management will continue to work on how to breakdown RAs by negotiation unit

g. Hoteling

- a. 875 Central Avenue has recently implemented more hoteling spaces for DOH staff. No policy has been developed by local administration on how these spaces will function. Staff who have been placed in a hoteling desk are 50% remote, and there is concern that these shared desks may run into problems when coordinating schedules for things like recommended voluntary schedule changes for weather, illness, or issues within the building itself.
 - i. Some members have also expressed worry over how management is deciding who will be in a shared hotel desk.
- b. Can DOH share if there is an expectation that a policy to address these spaces will be developed, if not agency wide then by individual administration groups?
 - i. Would DOH consider increasing telecommuting percentage for individuals who are in a hoteling desk, to help alleviate the issues with coordinating schedules?

Decision/Outcome:

b. DOH said that they are looking at space sharing as efficiency to save and not grow on leases. They are looking at developing a policy, but it will take time and include executive management. DOH stands firm that maximum telecommuting allowed by the governor's office is 50% and employees are expected to follow the policy. For unexpected building emergency management can contact HR for them to ask OER for special telecommuting exemption. If an employee thinks space sharing or telecommuting policy is unfair, they can file a grievance.

Action Items: DOH will work on Hoteling Policy

h. Research Scientists

- a. Can DOH provide an update on setting a standard for career advancement opportunities for Research Scientists?

Decision/Outcome:

refer to 11/7/24 LM minutes regarding discussion about service track and research track, purple and green book and peer review. DOH HRMG has been working with Wadsworth to publish a Guidance Document for Research Scientist career advancement. All staff are encouraged to apply for any opportunity they meet qualifications for.

Action Items: DOH HRMG will work on Guidance Document

i. Dates for 2025

- a. May 14
- b. August 20
- c. November 19

j. Closing