



PEF/ITS Statewide LM Committee Meeting

January 28, 2025, 2:00 PM- 3:30 PM
Swan Street Core 4#3B, Training Room



Meeting Minutes

I. Introductions:

There are three committees at the table today: Management, the Labor Management Committee (LM), Health & Safety Committee (H&S), and the Artificial Intelligence and Member Impact Committee (AIMI). For those unaware, the AIMI focuses on looking at AI and how it is going to impact our members.

In-Person Attendance: (It is possible some in attendance are not included on the list below.)

Angelica Baptiste
Sky (Nudsara) Bell
Matt Brockbank
Michelle Caplan
Mario Chiarello
Chris Ford
Katherine Hoffman
George Howard
Prakash Lal
Janice Methe
Frank Multari
Sean Smith
AJ Sporleader

WebEx Attendance:

Heather Craven
Jim Desso
George Howard
Caitlin Janiszewski
Mithilesh Kuman
Michael Meriam
Andrew Michaela
Ron O'Bryan
Chelsea Propati

II. PEF Issues/Concerns:

A. AI Topics – See Attached Document (Agenda AI)

- i. AI Officer
- ii. Reassignments of current ITS employees
- iii. Once someone is hired - will Labor be able to meet with that person, or will we have to wait for the next SWLM meeting?

Managements Response to II.A:

Right now, we have a nomination for AI Officer that is in the process of approval. Management is not at will to give a name at this time.

In terms of most of PEF's AI related questions, management will not be able to provide detailed answers until that position has been filled.

Until we have Chief AI Officer, we do not have the training developed. We are sensitive to the law, until they are hired. We will not be hiring additional AI Team members until the Chief AI Officer position has been filled.

There is no plan as of now to transfer current ITS employees.

Labor can meet with the new officer; however, Management would hope everyone currently at the table would be invited to be present at that meeting. Management is hoping we continue moving forward collaboratively with PEF Labor.

We don't want ITS staff feeling they are being replaced or like they are not provided proper AI training. However, we do want the AI Officer to lead how that training and communication will be presented across the agency.

B. PEP Program Communication – Notification not being sent out by ITS

- i. PEP communication had not been sent out by ITS and caused a bit of confusion.
- ii. PEF is looking for a commitment from ITS to send out PEP Program notice in the new year through the work email system.

Managements Response to II.B:

Yes, Management will send an email out well in advance. As it gets closer to the date, we will send a reminder to ensure this doesn't happen again.

C. 31 British American Boulevard Transportation – PEF is still looking for an update on the Bus Schedule to include 31 British American Blvd.

Managements Response to II.C:

Sandra already answered this and sent Ron the Bus Schedule prior to the meeting.

It has since been distributed by Ron accordingly.

Ron thanked Sandra for the speedy communication.

D. Staffing – What are we allowed to fill?

- i. Is ITS allowed to fill the following:
 1. Backfills
 2. Upgrade
 3. Retirees
 4. Interns Moving to Grade 18's
- ii. Status of RTF that have been previously requested and the criteria of being used.
 1. What is still active?
 2. What's set to be purged?
- iii. DTC Hiring New Staff

Managements Response to II.D, i:

Divisions would work within the FTE count they have been allotted. The allotted fill count was determined by budget.

If you have attrition, those requests take priority by either the Chief Executive Officer or Deputy Commissioner for Technology. They would put that forth and go through the hiring process.

There are bi-weekly meetings between hiring managers, the Deputy Commissioner, Personnel, HR and Budget Staff. Management invites Ron to be on the next CTO call (currently unaware at time of meeting when that next call is).

The backfill hiring process depends on the candidate and position you are hiring. Nothing is canceled in terms of recruitment for stagnation until it sits for 6 months without action; either backfill or new hire.

In terms of interns moving to grade 18; that is still moving forward as long as it is available.

Managements Response to II.D, ii:

Management will see if that is something they can provide.

Purging is not something that happens very often, but if it is information we can provide management will find out and get back to PEF.

Managements Response to II.D, iii:

Yes, they are all ITS staff.

PEF Follow-Up Question:

Are you familiar with the Governor's Budget Proposal of 213 additional provisional appointments?

Managements Response to Follow-Up:

Management is aware this is in the budget, but until it is finalized, we cannot state a definite number. ITS can confirm they put a request in for additional Staffing, but until the governor makes the budget final (April 2025), we cannot speak to definites.

Action Item:

Management to follow up on whether or not they can provide a list of active titles and items set to be purged.

E. Higher Educational Differential – if people submitted last year, can we assume it will still be good?

- i. What is being used as proof?
 1. Previous Provided Records
 2. Email being sent for confirmation to new staff or staff that has just obtained a “New: Certification/Degree

Managements Response to II.E:

Management wants to be as seamless as possible and can send out a general communication as soon as possible in attempt to avoid people missing the deadlines.

Once we get the lists going (management anticipates they will start working in the next few weeks) we’re hoping the deadline would be sometime mid-March.

Management Follow-Up:

Status Update on outstanding PEF Grievances on Higher Education Differential? Does PEF file without the Members knowledge?

PEF Response (Caitlin):

We can’t simply withdraw a grievance without the members approval. If they don’t respond to us, I need to call them so many times, email them so many times and then finally send a letter before PEF can withdraw on the members behalf. These letter final letters have already been sent out. If these dozen (or so) people don’t respond to the letter by February 15th, we should be able to withdraw the Grievances.

Every PEF member owns a grievance at the first and second step; after that, they do not own the grievance, PEF owns the grievance. That is a matter of PEF policy, we concede ownership to the members on Steps 1 & 2.

Usually, say 99.9% of the time, grievances are not filed without the request/approval of the member.

F. PEF & ITS Labor Management Training – Working Schedules

Ron reached out to PEF to get that scheduled – looking at some time in the end of February.

A third-party vendor will provide the training. The overall training will be similar to the format used a few years back; 1 full day of training on the Labor side and 1 full day of training on the Management side before both parties meet together for 1 additional joint training day.

This 2-day schedule allows both sides the opportunity to talk labor management issues separately and then together, leading to a productive conversation of similar goals from each side.

Mario – *“What is our intent for the training and what is managements intent?”*

Managements Response to II.F:

Management will appreciate seeing different peoples point of views on the same issues; they're also looking forward to working through misconceptions rather than attempting to fix a "problem" that doesn't actually exist.

Ron – *"I agree, it is nice to see different sides to different things. To work together and find solutions that work for both parties."*

Action Item:

Ron will finalize training date(s) and share with Management and Labor Teams.

III. ITS Concerns or Issues:

A. Electronic Personal History Folders (PHF)

- i. Contract Status – we are moving away from paper files.
 - 1. Using File Net – to ensure all security aspects are covered.
 - a. File Net will only be accessible by internal HR staff
 - b. will only be searchable by N Number
 - 2. Moving to Electronic way of filing personal history folders
 - a. Will be phased in overtime, including all new and current employees
 - b. Plan to do it incrementally – if there is a cause to use their file, it will be an opportunity to transition all files electronically.
- i. As administrative staff time is allowed, they will be uploading folders continuously.

Current, paper PHFs can immediately be made electronic for review when requested. Members will not be notified when their file is transitioned, but they have access if they reach out for it.

We are not going to deny any members a request to see their PHF – it can be sent in email, printed, provided at an in-person meeting; however the member prefers.

Follow Up Q&A (PEF Q, Management A):

Q: For any new hires/members, it will all be electronic?

A: Yes

Q: “Old”/current employees – what will happen with paper files?

A: They will be held onto for a short time as a safeguard. It will not be immediately shredded after scanning.

Q: What will process be to make sure something isn’t added that shouldn’t be? Our contract states there will only be one PH file.

A: Their official file will be electric, and management will ensure essential staff knows there should ultimately be only one PHF (paper or electronic) per employee.

Q: When will this process be starting?

A: The next pay period? We don’t want to rush it until we know it works appropriately, but the process will begin soon.

Q: What is the process going to be to make sure items haven’t been added or removed from someone’s paper PHF during the scanning process?

A: The process during the transition will be to check File Net, if its not on File Net, go get the paper copy. If Management has staff time, the goal is to have all paper PHFs scanned into File Net.

B. Electronic Evaluations

- i. We are looking to automate the PEF evaluation using Docusign to allow for managers to be able to complete the document electronically. It is not going to replace the fact that a manager needs to meet with the employee, it is just tracking the signatures and helping to ensure evaluations are submitted and appropriately received.
 - 1. Manager will be held accountable to meet with the employee
 - 2. Nothing will change, it is just a more seamless workflow process

Action Item:

Caitlin may need to hold a separate meeting with Management about Electronic Evaluations after more review.

IV. New Items and Additional Questions

PEF - EAP:

We have a working EAP committee, began about 9 months ago. Mario got a history of EAP committees from a couple of different agencies. We hope it will be a helpful, productive, nice opportunity for both employees and management to help with issues.

ITS has one EAP Coordinator (capital region 22 agencies in his group); because she is the only one we have, there isn't sufficient coverage for the number of staff we have in the agency around the state. We are looking to add additional EAP coordinators; at least one downstate and one upstate (Western NY). Focusing on staffing an EAP coordinator in the NYC region first.

EAP is a funded program; the person can request permission from their manager to be released up to 50% of the time. We are not sure how the finance part works but EAP is a funded program. First the person must express their interest, and then their supervisor would approve the request.

Managements Response:

Management understands where PEF is coming from, but ITS members can call any EAP coordinator. We are always sending the brochure and sharing this information with employees.

Action Item:

Chris and Mario to schedule an additional meeting specifically regarding this topic (as well as any other agenda items they may have). Once a schedule has been made, conversations will continue.

X *Ron O'Bryan*

Ron O'Bryan

PEF Statewide LM Chair, OITS

X *Michelle Caplan*

Michelle Caplan

OITS Director of Labor Relations