



PEF/ITS Statewide LM Committee Meeting

May 15, 2025, 10AM – 11AM
Swan Street Core 4#3B, Training Room



Meeting Minutes

I. Introductions

In Person Attendees: Angelica Baptiste, Michelle Caplan, Robyn Hoffman, Sean Smith, Ron O'Bryan, AJ Sporleder, Chris Ford, Heather Craven, Prakash Lal, Mario Chiarello, Renee Bartholomew, David Demott, Matt Adalian

WebEx Attendees: Michael Meriam, Patricia Richardson, Frank Multari, Caitlin Janiszewski, Joe Ugino, George Howard

II. Council Leader's Minute (Chris)

- i. ITS has 4 picnics on the book for this year. He would like to see HR send out an invitation as they had in previous years.
 - Albany Picnic
 - Buffalo Picnic: Friday July 25th
 - NYC Picnic: Thursday July 31st
 - Region 3: with only a few members in the area, they plan to do something separate.
- ii. PEF Convention is scheduled for October 18-22nd
- iii. There are new EOL request forms and members are confused on how to fill them out.
 - EOL Requested hours come in full days and half days, not by number of hours.
- iv. Meeting with Richard Cleatus to resolve staffing issues in Region 8.
- v. A staff representative was supposed to be invited to meetings quarterly and that has still not happened.
- vi. Chris is being contacted well after hours by members who fear talking at work. These fears may result in grievances.
- vii. All work performance issues need to be documented – Chris mentioned:
 - Members are receiving work performance evaluations
 - Members are delegating tasks with no training
 - Alternate work schedules are not being approved

Managements Response:

Management requested examples stating, “there is a process”.

PEF Response:

55 Staff have been moved – Chris is sending specific information to Caitlin, and both agree this issue should be discussed further in an alternate forum.

Additional Management Responses:

- There is no clear direction from higher executives.
- Alternative work scheduling is being approved on an inconsistent basis.
- 4 ITS Picnics have been scheduled (already listed on Inside Edge).
- Management was made aware that Chris had not been invited to meetings regarding Building 8, even though he was told that was the plan.
 - o IES employees “feel uncomfortable; feel undervalued”.

III. ITS Labor Relations Leader's Minute (Michelle)

Nothing to discuss at the moment.

IV. PEF Issues/Concerns:

A. Retirement Paperwork

- i. Not being processed properly.
 - 1. PEF requests clarification on the process.

Managements Response:

They get the documentation on day 1 of their onboarding, during the paperwork review.

- HR provides this paperwork.
- They receive 2 forms during this onboarding: 1 to sign up, and 1 beneficiary form.

Members submit to BFC directly. All contacts are on the form.

- They are given a checklist to follow with an email account & mailing address to send to.
- The forms and systems have changed in the last 3 years.
- If there are errors on the forms, BFC will reach out via email

Management is happy to escalate any responses if a member is not getting help.

- They should start having conversations with HR when they are about 1 year out from retirement.

PEF Follow-Up Questions:

When you mentioned the system has changed in the last 3 years, can you be more specific as to what changed?

Managements Response:

We will have to get back to you on the specific changes that have occurred.

Action Item:

Management to follow up on what specific changes BFC has made regarding their forms and systems.

B. 31 British American Blvd Transportation

- i. We are still looking to see if we can get additional stops near 31 British American Blvd.

Managements Response:

They did put in a bus schedule. We would like to see a few more stops.

C. Parking Issues at Harriman Campus:

- i. Construction causing parking issues.
 1. Parking lots A, B, C and P are closing
 2. Parking for staff at Building 5 will create issues for staff in Buildings 8 and 12 as parking lots fill.

Managements Response:

Management said they will talk to OGS.

Action Item:

ITS Management to follow up with OGS on parking & additional bus stop concerns.

PEF Follow-Up:

The 2 remote parking lots at Crossgate's Mall: the bus will drop you near the lot. It is not a far walk, but when it rains, the walkway floods.

Is there any security?

Managements Response:

No response provided.

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 definite.

Additional Management Staffing Update:

The Rochester team will be moving to the DOH location.

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.

V. 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.

VI. 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.

Management's 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.

The signatures below indicate that all parties have reviewed the meeting minutes and mutually agree that these will be the final PEF/ITS Statewide Labor/Management meeting minutes from May 15, 2025.

 Ron O'Bryan

DATE 1/13/2024

Ron O'Bryan
PEF Statewide LM Chair, OITS

 Michelle Caplan

DATE 1/13/2026

Michelle Caplan
OITS Director of Labor Relations