

**PEF/OCFS STATEWIDE L/M**  
**Thursday, January 21, 2016**  
**52 Washington Street**  
**Rensselaer, NY**  
**Conference Room 102 South**

**MINUTES**

**ATTENDEES**

**PEF**

Mikki Ramos-Ensslin  
William Nolan  
Robin Matthews  
Charles Mangels  
Steve St. Clair  
Bernard Johnson  
Michael O'Brien  
Ed Bradley, PEF Field Rep  
Nancy Holford, PEF Recorder

**MANAGEMENT**

Ines Nieves  
Roger Gray  
Carol McClellan  
Nat Beyer  
Jim Barron  
Pamela Kelly  
Tonya Boniface  
Mary Carli  
Maria Tedesco

**New Business:**

**1. Justice Center**

The Justice Center is scheduled to present today at 11:00 AM.

**2. Close to Home**

Management provided information regarding PEF's question: "When a resident is released where do they go?"

There are 17 NYC youths in the Limited Secure Facilities and 2 RJD's in a Limited Secure Facility. Total NYC Youth is 19.

- 2 are Child Welfare Cases and ACS is involved in future planning.
  - 2 are not being considered for transfer to ACS at this time and not in discussion for release from the facility at this time.
  - 5 are in the process at various stages.
  - 8 have recently had the parent letter sent. No facility release dates at this time.
- No discussion in regards to the RJD's at this time.

There are 3 NYC youths in the Secure facilities and 4 RJD's in the Secure Facilities.

Total NYC youth is 7. Out of the 3, nothing has been done in regards to any transfer to ACS.

PEF asked if residents have been moved from OCFS to Close to Home and how many have been moved.

Management replied 4 have been moved.

### **3. DDJOY Strategic Plan for OCFS**

Management provided information regarding youths being released from OCFS facilities to Close to Home and what will be the impact to facilities. Management states the number is very low, under 400. Upstate intake is alive and well. The impact per our facility census is very low.

#### **Old Business:**

##### **1. Staffing Issues**

Management informed PEF regarding what the role of staff will be with Close to Home Stage 2. The role is case management to move kids, review cases. We review, make the recommendations, judge rules, then they go.

##### **2. OCFS Restraint Policy and Procedures**

PEF had inquired if OCFS had come up with a technique to bring a resident from a seated to standing position and Management replied that McCormick is piloting the seated to standing technique.

Management updated PEF on the Handcuff pilot techniques scheduled at McCormick; standing cuffing techniques. This training is still in process. Waiting to see what the impact is in secured programs first. In Brooklyn, all CPMS will be trained, which is the last.

Informed PEF on the discussions on youth restraints in community settings; spoke about our community staff and their safety. Community staff are not trained to restrain youth. They will call for back up. Staff does a good job calming them down. The census is very low, assisting with other groups and asked to go through training which they need. Will follow up with Charles Mangels - Direct Care staff, Social Worker.

##### **3. Facility Closures**

PEF had requested information on the potential of facility closures/reorganization within the next 12 months.

Management reports there are no closures on the radar. System is changing. There is nothing being discussed; out of the agencies hands. There are no plans to close in the next 12 months - including McCormick.

Personnel provided information on the number of current vacancies in facilities-titles and locations. Also included are the tentative exams to be announced from January to June. See attached.

#### **4. Hazardous Duty Pay**

PEF (Bernard Johnson) had distributed the job descriptions for Parole Officer –Grade 21 and Youth Counselor – Grade 18. PEF expressed how both job descriptions are very similar regarding the key responsibilities/duties and tasks needed to perform their assigned job. Youth Counselor 1's share the same risks as Parole Officers.

Management replied that there is more risk with Parole Officers. Youth Counselor, a different type of risk. Adult Corrections system vs Youth system.

Management suggests putting the Hazardous Duty Pay on the table and pushing for that. Civil Service will look at the descriptions. PEF needs to provide information to Civil Service with proof, and be specific that both titles are up against the same risks. Management also suggests having a separate break out group to speak for the Hazard Duty Pay; Personnel, PEF, DJJOY. Management will set up a meeting within the next month and maybe include the upstate and downstate facility staff.

#### **5. Workplace Violence**

PEF had requested an update on the status of the STOP (Staff Trauma Outreach Program) Program for Columbia and Red Hook.

Ines Nieves, Deputy Commissioner of DJJOY has supplied PEF with the following information:

The policy has been completed and posted online. Seven (7) facilities have fully implemented STOP. Two (2) facilities are close to implementation and three (3) need training. DJJOY is in the process of updating the training design. BTS is assisting with delivering the module on Psychological First Aid to staff. Next training should be around March/April for Goshen, Brentwood and Ella McQueen. Once completed, all 12 facilities should be implemented by fall, 2016.

If staff files a Workplace Violence Report against a youth, the process is as follows:

- Staff can complete an OCFS 4762 -Employee Report of Workplace Violence incident or may use the OCFS 2079 and check the appropriate checkbox for Youth on Staff Violence only. Either form is then submitted to their Supervisor within 24 hours of the incident.
- The Supervisor upon verbal notification will assist staff with

obtaining medical help if necessary, etc. The Supervisor will assess the incident and notify their facility chain of command. They will also inform the employee of the STOP program (if applicable) and EAP to further assist the employee. The Supervisor will then complete their appropriate section of OCFS 4762 and submit to Facility Management.

- Facility Management will perform an initial inquiry into the incident and investigation if necessary. They will complete the Management section of OCFS 4762 within 1 week and submit to the Director of Labor Relations.
- Labor Relations will review the OCFS 2762 and if further action is required, will inform facility and ensure action is taken. Once all required action to mitigate or address the workplace violence issue has been completed, they will notify the employee who filed the report of any/all actions taken.

#### **6. EAP – Vacant Positions in OCFS**

PEF requested an update regarding the Multi-Agency EAP in NYC/Albany Region.

Management reported in NYC, 1 candidate is being set up for an interview. In Albany, 1 retirement which Management will follow up with Nancy.

#### **Sub-Committee Reports:**

1. Education: Steve St. Clair, Tim Bromirski, Janice Miller, Gayle Sullivan, Kelly LoBiondo

PEF indicated that the youth are more on the mental health side and are hard to keep focused. Teachers need to change to keep them focused. Google classroom-download to IPOD; gives teacher help so they can work with someone else. Professional Day maybe go to a different facility and bring back ideas. Is there any money in Budget for these trainings. The main focus is keeping their attention span.

Management replied they are looking at different pathways. Working with DOL and State Ed for more alternatives.

2. Counseling: Sue Sample Brown, Taurina Carpenter, Dr. Leslie Gullo, Dr. David Logvin, Susan Hollander

No updates.

3. Alternative Work Schedule/Telecommuting: Mikki Ramos-Ensslin, Maria Tedesco, Kathleen Griffin, Diane Hammond, Barbara Gregorek, Nancy Bowen

PEF will touch base setting up a meeting.

4. Training and Staff Development: Emily Stooks, Pam Kelly, Charles Mangels, Ron Sampath, Bill Nolan

PEF – no follow-up issues.

5. Nurses: Dan Leffingwell, Mary Alice Vitti, Carol Norfleet, Janine Bianco, Kelly LoBiondo, Deb Causa

Management will give update with staff members on who's on what committees. Will set up a meeting.

6. Hazardous Duty Pay: Steve St. Clair, Dan Leffingwell, Charles Mangels, Bernard Johnson

No updates.

### **Information:**

#### **1. Office Moves**

PEF inquired if the Wyandanch Home closes what would be the alternative site.

Management replied it surpluses through OGS. OCFS is going to Hauppauge.

PEF expressed the added travel difference between the facilities. There is a need to have a site in Nassau County.

Management reports they are working on an alternative site. Joe Mancini will propose to OMS and make a recommendation.

#### **2. Update on Upcoming Exams and List Status**

Management provided PEF with a list of Tentative Exams to be announced from January to June. Management also stated Civil Service is being automated to meet with Program Managers and speak about program needs. Looking towards better customer service.

### **3. OCFS Mandated Trainings**

PEF inquired if the mandated training for facilities could be made simpler by hard copy or by signing a roster.

Management replied they have already had a DVD version available and have sent them to all the facilities. Open to everyone. Enter the DVD in the computer assigned to you and log in.

Management will be investigating who did not complete training and get this information from Divisions. Employees will also be asked why they did not complete. Counseling memo to go to employees advising they need to comply regarding this mandatory training. Generic memo will go out; need to be done by the end of February.

Two courses are being updated by next month. Fire Safety Course – every State Employee needs to take this course also next month. Website is updated – intranet website.

PEF asked who to contact if there are any problems with accessing trainings.

Management stated there is contact information on the OCFS intranet website. There is an e-mail address, no phone number. If there is a computer problem, refer to the Help desk.

### **4. Access to PEF New Employee's**

PEF updated Management regarding the plan for the union to have access to new employees to provide union orientation.

Management indicated employees who are having difficulties being blocked on their computers should go to the IT Work Desk and put a ticket in. There is an ongoing discussion regarding each division who gets access; see who needs what.

PEF had requested an update on why OCFS has decided to participate in the Direct Deposit Mail program and Management indicated that Derek will address that update. Derek had distributed a handout which is attached.

Derek explained this is the only agency handing out pay slips. Notifications will be mailed directly to staff. Employees receiving a paycheck continue to be delivered by

hand. It is cost saving for direct deposit. It will free up the staff who are handling all the paper and use the staff for other tasks.

PEF had questioned who pays the cost.

Management expressed they are saving money but not much.

PEF also inquired about the longevity checks.

Management stated staff will probably receive check by mail. Management not sure and will find out.

PEF also requested an update on why EODD (Equal Opportunity and Diversity Development Office) will be under SIU which might be a conflict of interest.

Management stated SIU Investigation is done jointly.

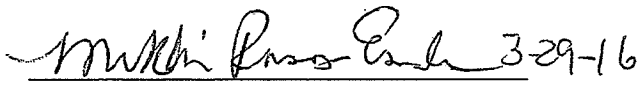
PEF expressed the conflict of interest having them and many issues with EODD concerning health issues, racism.


Management replied only investigation to SIU. Management will have more information down the road.

**Next Meeting – Thursday, April 14, 2016 at PEF Headquarters**

**Minutes from the January 21, 2015  
PEF Labor Management Meeting**

The parties have reviewed the attached recorded minutes from the above meeting of the PEF Agency Level Labor/Management Committee and by the signature affixed below, the minutes are hereby accepted.

  
Mikki Ramos-Ensslin      Date  
PEF Co-Chair

  
Carol McClellan      Date  
OCFS Director of Labor Relations