

PEF LABOR/MANAGEMENT**April 13, 2016****Meeting Agenda****ISSUE:**

Establishment of a Mediation Program -- At the July 10, 2013, OTDA Labor Management Meeting, PEF expressed an interest in jointly exploring a voluntary mediation program as a tool to resolve employee disputes. Management had asked PEF to provide more information related to how such a process/program would be implemented and structured. PEF wishes to revisit this concern at this time.

New Business:**Number:****Old Business:** X**Number:** 1**INITIATED BY:**PEF ☒ Management**RESPONSE:**

PEF requests this item be tabled until the next meeting in order to make a more complete presentation.

PEF LABOR/MANAGEMENT**April 13, 2016****Meeting Agenda****ISSUE:**

Formal Counselling Sessions -- Management and Labor agreed to have a smaller group sit down and discuss the concern. Has there been any progress in this area?

New Business:**Number:****Old Business:** **X****Number:** **2****INITIATED BY:****PEF** ☒ **Management****RESPONSE:**

PEF has agreed to forward names for this group to Management within a week so they can begin their discussions.

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ISSUE:

Hearings per Calendar for ALJ's -- Management was to revisit suggestions from PEF. Has there been any change based upon this review?

New Business:**Number:****Old Business:** X**Number:** 3**INITIATED BY:**PEF ☒ Management**RESPONSE:**

PEF requests this item be tabled until the next meeting based upon the change in leadership for them to review the issues.

PEF LABOR/MANAGEMENT**April 13, 2016****Meeting Agenda****ISSUE:**

Hearing Officer Civil Service Title vs. In-Office Title -- PEF contends that a Hearing Officer's civil service title name versus the office title – Administrative Law Judge is a non-issue. It is well established that Governor Andrew Cuomo recognizes that OAH Hearing Officer's in-office title is Administrative Law Judge. A review of OTDA's website clearly states the following under Fair Hearings:

When an Appellant requests a fair hearing they will appear in front of an "Administrative Law Judge". At the top of the heading lies the name of Governor Cuomo, Commissioner Sam Roberts and Executive Deputy Commissioner Sharon Devine. Our in-office title was never at issue prior to September 2014. PEF further contends that the OAH/OTDA official decision that is issued publicly clearly states "Administrative Law Judge_____", the desk plaque in the ALJ's office clearly states "Administrative Law Judge", and prior to September 2014 our business cards stated "Administrative Law Judge".

Because the Administrative Law Judge title does not affect the operational needs of the office PEF requests that the in-office title of Hearing Officers remain as Administrative Law Judge.

New Business: **X****Number:** **1****Old Business:****Number:****INITIATED BY:****PEF** ☒ **Management****RESPONSE:**

Management states that the titles can be used interchangeably. The Civil Service title has not changed.

PEF LABOR/MANAGEMENT**April 13, 2016****Meeting Agenda****ISSUE:**

Communication with Medical Staff within DDD -- There are barriers to communication between analysts and medical consultants that should be removed. In particular the ability for staff to communicate with medical staff in other regions who are giving them case input. In addition, there is a need for training and education for medical consultant staff to insure uniformity and quality of medical input.

New Business: X**Number: 2****Old Business:****Number:****INITIATED BY:****PEF ☒ Management****RESPONSE:**

Analysts can use the former DF-232 and case notes messaging to communicate with medical staff.

Refresher training has been provided to medical consultants at all DDD sites.

PEF LABOR/MANAGEMENT**April 13, 2016****Meeting Agenda****ISSUE:**

Terminated Employees Returning to the Work Place -- OTDA does not have a policy pertaining to terminated employees returning to the work place.

New Business: **X****Number:** **3****Old Business:****Number:****INITIATED BY:****PEF** ☒ **Management****RESPONSE:**

A terminated employee retains his or her constitutional rights. All OTDA rules pertaining to visitors, including disruptive visitors, will be applied to the terminated employee.

Management will review if provided by PEF other agencies policies relating to terminated employees access issues.

PEF LABOR/MANAGEMENT**April 13, 2016****Meeting Agenda****ISSUE:**

PEF has concerns about the loss of workload and the impact on its members and will monitor trends and raise these issues to SSA if it feels it is appropriate.

New Business: **X****Number:** **4****Old Business:****Number:****INITIATED BY:****PEF** ☒ **Management****RESPONSE:**

Management does not believe that SSA is reducing workload for NY DDS.

PEF LABOR/MANAGEMENT**April 13, 2016****Meeting Agenda****ISSUE:****Business Service Center****New Business:** **X****Number:** **5****Old Business:****Number:****INITIATED BY:****PEF** ☒ **Management****RESPONSE:**

Management informed PEF that effective May 19th, OTDA will become a customer of the BSC for certain personnel services as well as time card. Informational material will be sent out to agency staff within the next couple of weeks.

Reasonable accommodations will remain status quo.

INFORMATIONAL ITEMS

1. TAMA Training:

Management was to share the results of the canvass regarding training.

Management's Comment: The results of the canvass will be attached to the final minutes when they are posted.

Management states that as a reminder Human Resources provides supervisory training 3 to 4 times per year.

2. Outside Employment/Volunteer Activity:

PEF kindly requests that management list the subject of the expired "outside" employment/volunteer activity when sending emails to PEF members informing them that their approved activity expired.

Management's Comment: Management has already confirmed back to PEF that Management will include, in the reminder memo, the type of activity(s) that will be expiring for employees who have multiple approvals.

From: Schwartz, Steven DDS Albany
Sent: Monday, February 01, 2016 10:14 AM
To: Romero, Dan DDS Albany
Subject: RE: Supervisory Skills Trainings

I appreciate it and will circulate the information.

Steve

From: Romero, Dan DDS Albany
Sent: Monday, February 01, 2016 9:55 AM
To: Schwartz, Steven DDS Albany
Subject: FW: Supervisory Skills Trainings

Steve, During the last statewide LM meeting, we agreed to provide the results of DDD's canvass for supervisory training. Canvass results are outlined below. Thanks, Dan

Improving Communication Effectiveness

Participants will learn the communication skills of an effective OTDA supervisor. This course reviews communication styles, methods to increase communication skills and techniques for responding to conflict. Receiving and providing feedback is also discussed.

S97 = 5
V02 = 21
V17 = 11
V25 = 12

Interpersonal Skills: Interacting With People at Work

Effective interpersonal skills are essential in maintaining cooperative relationships with all members of OTDA, from co-workers to supervisors. Interpersonal human dealings are fragile and demand considerable attention. Those who become skillful at creating and maintaining on-going positive relationships will enjoy more success at work.

S97 = 14
V02 = 20
V17 = 7
V25 = 13

Making the Transition from Worker to Supervisor

This course is designed to assist non-managerial employees manage their career path to first-line supervisor. When an OTDA employee is contemplating assuming the role of supervisor they must prepare themselves to face a whole set of unique issues not encountered in their day-to-day role as worker.

S97 = 10
V02 = 11
V17 = 2
V25 = 5

Managing Conflict

Participants will learn how to improve work unit collaboration by applying strategies that will build and maintain interpersonal relations. This course will review common reactions to conflict, methods to overcome reluctance to deal with conflict and provide an effective process for handling interpersonal and intra-group conflict.

S97 = 19

V02 = 23

V17 = 8

V25 = 14

From: Cazentre, Julie DDS Albany

Sent: Thursday, January 21, 2016 8:48 AM

To: Bastide, Yvonne DDS Manhattan; Bautz, Michael F. DDS Buffalo; Deming, Gary DDS Endicott; Diefendorf, Mark DDS Endicott; Ewald, George DDS Manhattan; Mason, Gayle DDS Albany; McCarthy, John DDS Manhattan; McInnis, Mayda DDS Albany; Musso, Mario DDS Buffalo; Paterno, Frank DDS Manhattan; Sacco, Richard DDS Manhattan; Saunders, Gary DDS Albany; Yull, Thomas DDS Endicott

Cc: Selzer, Jesse DDS Albany; Romero, Dan DDS Albany; Toal, Gloria DDS Albany; Scifo, Nancy DDS Albany

Subject: Supervisory Skills Trainings

DPM's,

The following OTDA Supervisory Skills Trainings will be available to all DDD locations in the near future. OTDA/TAMA staff have advised us that they will be available to travel to Endicott, Buffalo, and Manhattan to offer these trainings. However, they can only justify traveling if there are 10 or more people in each location interested in a training.

We are also working with TAMA on an option for transmitting the trainings via Video Conference from PC3 in Albany if there are less than 10 staff interested in a particular training.

Please canvass all staff, Grade 23 and above, for interest.

Please let me know by close of business Thursday 1/28/16 which of the below trainings your staff are interested in and how many people are interested in each.

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are fragile and demand considerable attention. Those who become skillful at creating and maintaining on-going positive relationships will enjoy more success at work.

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This course is designed to assist non-managerial employees manage their career path to first-line supervisor. When an OTDA employee is contemplating assuming the role of supervisor they must prepare themselves to face a whole set of unique issues not encountered in their day-to-day role as worker.

Managing Conflict

Participants will learn how to improve work unit collaboration by applying strategies that will build and maintain interpersonal relations. This course will review common reactions to conflict, methods to overcome reluctance to deal with conflict and provide an effective process for handling interpersonal and intra-group conflict.

Thank you.

Julie Cazentre

Program Integrity

518-626-3009

The following individuals were present at the PEF Labor/Management Meeting held on April 13, 2016, at 1 Commerce Plaza, 9th Floor Training Room:

Carl Anderson	Labor
Richard Fletcher	Labor
Debra Greenberg	Labor
Mickey Heller	Labor
Nancy Holford	Labor
Jennifer Landers	Labor
Timothy Lane	Labor
Peter Maurer	Labor
Steven Schwartz	Labor
Maddie Shannon-Roberts	Labor
Mary Sue Timpson	Labor
Deborah Walton	Labor

Wilma Brown Phillips	Management
Donna Faresta	Management
Linda Glassman	Management
Kevin Kehmna	Management
Nancy Maney	Management
Nigel Marks	Management
Phyllis Morris	Management
Michael Perrin	Management
Monique Rabideau	Management
Krista Rock	Management
Eric Schwenzfeier	Management
Jill Shadick	Management
Samuel Spitzberg	Management
Gloria Toal	Management
Jessica Vaughn Tolle	Management
Teri Vazquez	Management