

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

MINUTES

ATTENDEES

PEF

Mikki Ramos-Ensslin
Charles Mangels
Ronald Sampath
Taurina Carpenter
Susan Radosh, PEF Field Rep
Nancy Holford, PEF Recorder

MANAGEMENT

Carol McClellan
Pamela Kelly
Mike Mahoney
Nancy Bowen
Donna Fesel
Lisa Vasnani
Ryan Nivison
Colleen Driscoll
Annette Grant
Derek Holtzclaw
Maria Tedesco

New Business:

1. Justice Center

PEF requested information on who does the investigation for Adult Vulnerable Person with Mental Retardation in homes/facilities.

This item is tabled until Robin provides information.

2. LATS

1. PEF requested a Business Service Update.

Management informed PEF that OCFS falls under BSC for certain agency functions and have no authority over the BSC. Management communicates with the BSC through forms that are provided to the BSC from Personnel. Carol McClellan distributed a handout which included the Business Service Center transition information.

Management suggests any problems regarding the completion of time cards should be brought up with BSC. LATS is now being administered through BSC.

PEF asked if BSC is aware of the downstate overtime situation since they took over on May 19, 2016. When contacting BSC, staff cannot go directly to payroll, personnel, and they are transferring staff back to OCFS.

Management replied they have no control over concerns regarding timecards, as that is now a BSC function. If staff members are experiencing computer issues, they need to put a ticket in.

PEF will touch base with the downstate Steward and see if they have any problems. PEF suggests someone from BSC should come to one of these meetings.

Management will look into it; there may be training on their website.

PEF informed Management before the transition, workers compensation was not being coded properly. In May, they tried to correct this, but they are still on hold.

Management stated any issues with OCFS time cards; work with OCFS Personnel for old issues; new issues go through BSC.

2. The process to complete time sheets was drawn out prematurely and there was no communication. Supervisors completing times sheets only have two days to complete when it used to be one week. Can BSC provide an extension?

Management replied the BSC only allows two days for submission of a time card. That is a BSC rule; OCFS does not have the authority to extend the timeframe. If a staff member does not submit their timecard timely, they may not be paid for any overtime in that pay period. Staff will receive a note reminding them to complete the time sheet.

3. PEF inquired who the contact person is at BSC for information or assistance with any issues; or is there someone at OCFS Personnel that can be of assistance.

As per the handout Management distributed, BSC has staff at the service lines listed below for staff to email with any questions or to obtain information.

BSC Benefits Administration Unit can be reached at BSCBenefitsAdmin@ogs.ny.gov

BSC Payroll Administration Unit can be reached at BSCPAYROLLAdmin@ogs.ny.gov

BSC Time and Attendance Unit can be reached at BSCTimeAdmin@ogs.ny.gov

4. PEF asked what a Supervisor can do when staff is absent due to illness. Supervisors were able to complete time sheets, but now BSC doesn't allow prefilling.

Management described two different scenarios.

- a. If an employee has accruals, OCFS assigns a timekeeper. Request for a timekeeper must be made through the appropriate OCFS Personnel Administrator from the program area.

- b. If the employee does not have accruals, BSC is assigned as the timekeeper. Request for a timekeeper must be made through the appropriate OCFS Personnel Administrator.

Management indicated that some absences are expected. If an employee is out unexpectedly; and no medical is received; there is little that Management can do. If there is no authorization to the agency verifying why employee is out; the employee will be removed from payroll until proper medical is received. Medical goes to the Benefits Unit in Personnel.

PEF requested a list of the PA's including who is responsible for what.

Management will look into providing PEF with a list.

5. When staff works a holiday or their pass day, staff was able to forego lunch; worked 8.0 hours instead of 7.5 hours. Now, BSC doesn't allow staff to work 8.0 hours. Why not and what has changed? Why hasn't there been any communication provided regarding this?

Management has a call into GOER. Our policy allows staff to work through lunch, on a case-by-case basis with prior authorization from their supervisor. Management is looking into this and trying to figure it out. This is all involved with BSC; some things that were allowed, BSC is now saying no. PEF expressed their appreciation to Management for looking into this.

6. PEF informed Management that SCR staff does not get overtime pay on holidays when they should; when staff work 6 hours overtime, they receive 2 paid extra meals but this has been rejected by BSC.

OCFS asked for further clarification regarding this question. If PEF provides specifics to Personnel, they will look into the issues.

7. SCR staff gets paid standby overtime adjustment but BSC is rejecting this too. PEF would like and answer to these questions.

Management requested PEF to provide them with a list of people that are being rejected. Management will review and check on these issues.

PEF will provide Management with a list.

3. DJJOY Strategic Plan for OCFS

PEF requested an update on the Strategic Plan for OCFS.

Management responded they do not have a Strategic Plan, but have the priorities.

DJJOY Deputy Commissioner Ines Nieves will provide PEF with the status at the next meeting.

Old Business:

1. Staffing Issues

PEF requested an update on the plan for reorganizing DJJOY staff, position and work locations.

Management informed PEF the restructured management assignments have changed and will not have any impact on staff.

2. OCFS Restraint Policy and Procedures

PEF requested an update on the Pilot for the CPM technique to bring a resident from a seated to standing position.

Management stated the Pilot was in effect March at Brookwood. There is one make-up training left for completion at Brookwood the first week of August after that, we will determine if any additional training is required.

PEF reported during intakes YC1's are there every day working side by side with other and want to know if they are CP certified.

Management replied they will bring this to the attention of DJJOY Deputy Commissioner Ines Nieves.

3. Facility Closures

Management reported there is nothing scheduled at this time. Management requested to include any updates for Ella McQueen in facility closures instead of a separate item during the next L/M Meeting.

Management provided PEF with a list of the vacancies in the facilities.

4. Hazardous Duty Pay

PEF requested follow up information from Management (Mary Carli) regarding Hazardous Duty Pay.

Management did not have an update regarding Hazardous Duty Pay at this time.

5. Workplace Violence

Management provided the following update on the status of the STOP (Staff Trauma Outreach Program).

- 10 facilities are implementing STOP – Brentwood and Ella McQueen will be starting the beginning of the year. Training module is currently being worked on.

- Any 2079 form filed as a result of possible workplace violence should be going through Workplace Violence process. Staff should follow the chain of command; then go to Labor Relations. Management advised if staff have not received any response, reach out to Management.
- Labor Relations does a quick review; some need immediate action; some are not of a vital nature. If there is a need for immediate action we look at it right away. Triage Committee reviews Workplace Violence incidents; determines if it falls under Workplace Violence or needs to be investigated further. The committee meets every two weeks. After the meeting, the employee who files the form is contacted, usually by mail. Every form submitted by an employee should receive a reply from the Labor Relations office. If employees are not receiving responses, they should reach out to Labor Relations.

6. EAP – Vacant Positions in OCFS

PEF had requested an update regarding the Multi-Agency EAP in NYC as to the location of the position and if there were any candidates.

Management reported they have 1 candidate and an interview is scheduled for August 3, 2016. Carol McClellan, Director of Labor Relations will try to teleconference and sit in on the interview. Management also informed PEF that the candidate for this position needs to be someone who works for an Agency that is willing to allow the employee to conduct EAP business, while still in the title/item of the parent Agency. The Agency contributes to that person's salary and the agency has to agree and allow them to work.

PEF questioned if there was any updates on the alternative work schedule since they have not met in a while, and if Management would be piloting a telecommuting program.

Management will look into this as a committee.

Sub-Committee Reports:

1. Education: Steve St. Clair, Tim Bromirski, Janice Miller, Gayle Sullivan, Kelly LoBiondo, Todd Derkacz and Matt Sikora.

Kelly LoBiondo is no longer on the committee and Colleen Driscoll will take her place.

2. Counseling: Sue Sample Brown, Taurina Carpenter, Dr. David Logvin,

No updates.

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

No updates.

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

No updates.

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

No updates.

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

Charles will send updated information to Carol McClellan and Mary Carli.

Management stated in regard to any issues; reach out to co-chairs on sub-committees. If EOL is needed, supervisor approves first; then set up meeting.

Information:

1. Office Moves

PEF requested an update for the Nassau County Alternative site and the issue with the closure in Hempstead.

Management reported the Hempstead office was moved to Hauppauge. The Hempstead office is still there; renewed lease for 5 years. There have been some changes as of this morning; still have location in Hempstead; may open back up.

PEF requested an update on personnel security at the regional offices.

Management reported there has been ongoing site assessments; and are half way through the assessment process. At some locations there are local police coming into the buildings to identify any issues.

PEF (Charles Mangels) reported at the recent Health & Safety Committee Meeting, PEF was informed what transpired with the local police walkthrough. PEF asked if they can obtain a report of what issues were found and how these issues were addressed that required the local police to be involved. PEF is aware this is a leased building and addressed concerns from the risk assessment; some dealt with building security; opening door – risk; asked for outside cameras.

Management explained it is hard to put up cameras on the outside of a leased building and will speak to Beth. Management expressed they are trying to make it as safe as they can. Management does not see a problem installing an intercom. Management will provide PEF at the next labor/management meeting an update on the status of the security assessments; Management reviews the action plans.

PEF asked if it can be written in the lease that staff members are requesting cameras and intercoms?

Management replied this is handled by OGS and it is difficult.

PEF requested an update on the Buffalo restacking and construction status.

Management indicated the Buffalo lease is coming up for renewal; there are special hearings on the 9th floor; restacking down to the 5th floor. There will be minor construction taking place which will include reorganizing the floor better. The construction is scheduled for mid-to late August complete by October. OMS met with the staff regarding their security concerns and will be providing a guard service between the buildings.

Management informed PEF the special hearings have been moved. A Security person will be in that area to monitor visitors. A door will be added in the rear by the day care side; no one will be able to go that way without checking in. A guard will be there all day.

2. Update on Upcoming Exams and List Status

Management provided PEF with a list of the upcoming exams.

PEF inquired when staff receives a canvass off eligible list, why do they need to submit a resume?

Management stated it has always been the process for applicants to submit a resume with an application. It allows the interviewer the ability to see the candidate's qualifications on a resume. They are not excluded if they do not submit one; just helpful if they provide one. Management does not have to interview everyone who passed the exam.

PEF expressed that some staff might feel excluded if they do not have the experience or qualifications; some staff do not get an interview without submitting their resume.

Management indicated they go by the score; call for the interview; request the candidate to send a resume or bring one with them to the interview. Candidates must be in the top 3 scores. For example, if Management receives information that there are 45 people eligible for the position, the information contained on their resume might be what makes one particular candidate stand out among the rest.

Management also stated if an employee applies for a position and has not received a response to contact Management. Personnel send out the canvass. After the employee received a canvass, the employee should respond by the deadline and follow through with Personnel.

PEF indicated that when an employee receives a canvass letter they are told their resume needs to be faxed to Personnel.

Management replied the employee can e-mail their resume and will provide PEF with the appropriate e-mail address.

3. OCFS Mandated Trainings

PEF requested a report out of completed mandated training to date.

Management responded as of yesterday morning 5% OCFS completed all trainings available; every course that was available. OCFS as a whole completed 34% of all the training. Reminders are currently being sent out once a month. During September and October notifications are sent to the supervisor and the employee two times each month. It was noted that these trainings are web-based, and can also be done at home. The system is available outside the agency. OCFS only owns only 3 of the trainings; the remainder of the trainings are GOER trainings.

Management is currently working on supervisor training; via an on-line supervisor's portal. The OCFS home site will provide access to the portal. OCFS has also created a New Employee Portal, which will help new employees become familiar with the Agency and advise new employees of the paperwork required during the hiring process.

PEF is concerned that some staff do not have access to computers and that some staff have been given counseling memos regarding their failure to complete all of the mandatory trainings in 2015. PEF was concerned that staff did not have the time to take the training.

PEF asked if Management can provide Mental Health training to some staff who are not experienced in this area.

Management will bring this information to the training sub-committee and speak to DJJOY Deputy Commissioner Ines Nieves. PEF indicated this is more of a downstate issue; upstate there are Mental Health units. Ella McQueen has no social workers and is also lacking psychologists.

Management reported that OMH is also having an issue recruiting psychologists and will forward this information to the Deputy Commissioner as well.

4. PEF Access to New Employees and Other Employee Concerns

PEF had requested if a better system can be provided to ensure the Union has access to complete a proper orientation to new employees.

Management stated they had spoken to Mary Carli and will provide PEF with a list of all the new employees.

PEF indicated that although they receive the list of new employees from Personnel, PEF does not know if the new employee is able to attend the New Employee Orientation meeting that is set up by Tonya Boniface from Personnel. PEF receives the names and some show up and some don't. Management replied Tonya sends PEF a list of

employees, and the date/time of the orientation. PEF would like the names of the people who do not show up.

Taurina Carpenter requested a list regarding the downstate new employees.

Management will investigate and find out what is going on in other areas; and what happens to the ones who do not attend and get back to PEF.

PEF inquired regarding the members at Maiden Lane; that due to the transition of Close to Home employees and items are not under PEF divisions where they belong. A list used to be provided when they retired or were terminated.

Management will check and get back to PEF.

PEF asked if a new Director of EODD (Equal Opportunity and Diversity Development Office) was hired.

Management replied Amelia Barbadoro started a few weeks ago in that position. PEF requested if she could come to next Statewide meeting.

PEF requested the status of the Professional Career Opportunity Job Analysis study.

Management indicated this is a study run by Civil Service. OCFS management does not receive any information.

PEF inquired when employees get denied their OCFS Workday application, why isn't there an explanation provided.

Management stated an employee is usually denied due to an operational need with the agency.

PEF has been collecting denial information from across and state and no explanation is given. Staff is required to submit why they need it, but do not receive an explanation why they are denied. Some supervisors say do not bother to put in an application because you will be denied. Some supervisors are okay with the application but OCFS higher management is not. PEF believes that staff is entitled to an explanation.

Management expressed PEF's concerns are noted. Personnel does not see the forms and what is written on them. Management suggests we advise members to complete the applications and send them in.

PEF noted they will be responding to the new Reasonable Accommodation Policy; eliminating the beginning portion of the prior policy. PEF feels that the tone of the draft is almost hostile.

PEF's Legal department is looking into this.

Management stated this is not a topic to be discussed here.

5. Access to Form B data submitted by the consultants

Management distributed the information.


PEF will review and ask questions at the next labor/management meeting.

ACTION ITEM:

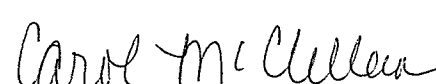
Next Meeting: tentatively, Thursday, October 27 – 9:30 am at PEF Headquarters.

**Minutes from the July 21, 2016
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.

 1-4-17

Mikki Ramos-Ensslin Date
PEF Co-Chair

 1/4/17

Carol McClellan Date
OCFS Director of Labor Relations