

PEF/OCFS STATEWIDE L/M
Thursday, February 16, 2017
52 Washington Street, Rensselaer, NY
Conference Room 144 North

MINUTES

ATTENDEES

PEF

Mikki Ramos-Ensslin
William Nolan
Robin Matthews
Charles Mangels
Frank Tamburro
Bernard Johnson
Ronald Sampath
Taurina Carpenter
Sharon Robinson
Susan Radosh, PEF Field Rep
Nancy Holford, PEF Recorder

MANAGEMENT

Ines Nieves
Carol McClellan
Colleen Driscoll
Annette Grant
Jim Barron
Pamela Kelly
Tonya Boniface
Donna Fesel
Cassandra Bruce
Mary Carli
Maria Tedesco
Beth Goyer
Ryan Nivison

New Business:

1. Justice Center

PEF inquired if Management explored additional training for Child Abuse Prevention Specialists.

Management replied that there would not be any denials for training. Members can speak to their Managers. Management had given PEF three trainings which are available. Members should notify their Supervisor regarding a training, and if they do not receive a response they should make their request up through their chain of command.

PEF asked how many cases a Child Abuse Prevention Specialist carries on average.

Management stated there are six regional offices that employ Child Abuse Prevention Specialists. Every regional office will have a different number of cases. They do not just investigate the Justice Center allegations. Management was not able to provide the number of cases.

The State Central Registry continues to assign Justice Center reports during the evenings, and PEF would like to know when JC will work independently.

Management indicated this is under Child Welfare Services. Management cannot address anything with the Justice Center and does not foresee any changes.

2. LATS

This item was tabled.

3. DJJOY Strategic Plan for OCFS

PEF requested an update on the Strategic Plan for OCFS. Deputy Commissioner Ines Nieves conducted a Power Point Presentation of DJJOY's Strategic Vision. Discussions have been held throughout the state regarding this plan and it has been updated accordingly. This year, the Justice Center was added. OCFS attorney, Emily Bray is the liaison regarding Justice Center issues. Ines Nieves brings any issues to the Commissioner.

4. OCFS Mediation Program

This item is tabled.

5. Fatality Reviews

PEF requested information regarding NYCRO handling facility reports since they do not have enough staff to review the reports. Recently, there were 134 reports and only 5 reviewers.

Management reported there are 5 reviewers which are Grade 18 and they are responsible for the complaints. There is a total of 9 people handling fatality reports. In 2015, there were 137 reports and data is still being collected. In 2016, there were 212 reports and this information was gathered from the Manager in NYC.

PEF requested Management to provide the secondary reports and complaint information.

Old Business:

1. Staffing Issues

PEF inquired if the nurses received geographic differential pay in OCFS and if yes, which facilities.

Management responded yes, and the facilities are; Brentwood, Brookwood, Columbia, Goshen, Highland, Industry, Red Hook and Taberg.

PEF asked what the staffing plan is for DJJOY if Raise the Age is passed.

Management replied that if Raise the Age is passed, it will depend on the language of the bill. It is all speculation, but if passed OCFS could get all 16 and 17 year olds (waterfall effect). OCFS would like to be able to keep youth until they turn 21, and not send 18 year olds to DOCCS. If passed, it is also anticipated that OCFS would be getting youth in 2019.

There will be a need for more staff if we have youth until they reach 21. There are currently 62 kids in the Hybrid System.

If Raise the Age passes, it is anticipated that DJJOY will get the 16 year olds first, then the 17 year olds. In 2018, we will look at Close to Home; Management will need to look at staffing; converting some places.

If Raise the Age passes, and depending on bill language, in 2019 pertaining to Family Court or Criminal Court, there could be a youth section in the Criminal Court so the kids are not sentenced in the adult section, but will be sentenced in the youth section. Family Court deals with adolescents differently.

In 2019, kids could be coming from DOCCS and these kids would be taken on a case by case basis. The courts will have to train judges and detentions will need to be looked at.

PEF stated there is a serious shortage of staff in Brookwood. Staff have concerns when situations happen with youths; allegations are sent to the Justice Center.

Management replied there is a staffing matrix which reviews how many staff are needed in facilities. Brookwood does not currently have a staffing issue. Management is aware and information is being collected and data will be reviewed.

Brookwood has high need adolescents. There is a team looking at Brookwood regarding recidivism. When situations arise, Management can determine what can be done and assist staff with these situations. If staff have issues with the Justice Center, they can contact Management for assistance.

PEF asked if the Medical Director and Director of Nursing positions have been filled.

Management reported that the Director of Nursing has been filled. The Medical Director has not; and OCFS is trying to hire someone part time.

PEF also asked if OCFS has plans to hire more Law Judges. Management reported no. PEF stated there was a concern in the Buffalo region regarding a shortage of Law Judges.

2. OCFS Restraint Policy and Procedures

PEF requested an update on YCI's that are not trained for CPM, and will they get trained.

Management reported that all YC 1's should get trained within 90 days of hiring, which is in the policy.

There are trainings that are scheduled from February 27- March 3, 2017. Management is working on implementing the policy regarding YCI's restraint training. Every year YC 1's's and YC 2's need to take the full class once. Every year there are refresher courses in the training centers.

PEF inquired if there are more trainings offered regarding restraint training practices and CPM trainings.

Management replied they have never been asked for more trainings before. If a Facility Director would like more trainings, they can contact Management. Management will look into staff coming into work early to go over their skills.

PEF asked if staff are not trained, are they expected to do restraints.

Management responded no, they cannot do restraints if they are not trained.

PEF asked if a staff member has a medical issue and cannot perform restraints, what is the process? Ines responded that the request would be made through the reasonable accommodation process. Appropriate paperwork would go before the Accommodation Committee and a determination would be made according to the Reasonable Accommodation Policy. PEF stated that there are also older staff who cannot handle physical restraints due to bad knees but can perform de-escalation. Management replied that staff are expected to be able to perform the duties of their position.

CMSO's are advised to call 911 if they feel there is a danger.

3. Facility Closures

Management reported there are no foreseen closures within 6 months. Depending on the outcome of Raise the Age, we may plan to open more facilities.

4. Hazardous Duty Pay

PEF had asked if Management submitted the request to Civil Service regarding hazardous duty pay. PEF will resend the e-mail to Deputy Commissioner Ines Nieves.

Management stated Parole Officers receive hazardous duty pay and Civil Service looks at the criteria. Managements suggests PEF to follow up and file with Civil Service.

PEF asked if YCI's would be able to receive hazardous duty pay and Management suggested to also document the reasons they should and forward to Civil Service.

5. Workplace Violence

PEF requested a follow up on the system to collect the data on the STOP (Staff Trauma Outreach Program).

Management reported presently facilities that have implemented STOP (all except Ella McQueen and Brentwood) complete a quarterly report and submit to Holly Blaise indicating the number of contacts and type of services provided. The report only lists the STOP member who provided the service. It does not indicate the name(s) of those receiving services or having contact with a STOP team member. This remains anonymous. BMPS is working to incorporate this report into a monthly format and have it be provided in the monthly facility report to Associate Commissioner Mallick.

Of the two remaining facilities to implement STOP, Ella McQueen attended training in November, 2016 and is working on their implantation plan. Brentwood still needs to have staff trained.

6. EAP – Vacant Positions in OCFS

PEF requested an update regarding the Buffalo Region's EAP person's location.

Management informed PEF as of this morning, they determined to go a different route; OCFS will be joining a multi-agency Committee in the Buffalo area. OCFS employee, Sandra Miller who is currently in the Finger Lakes region is highly recommended; and will cover around 80 people. Management will work on scheduling a two day schedule to cover the Buffalo area.

Sub-Committee Reports:

1. Education: Steve St. Clair, Tim Bromirski, Janice Miller, Gayle Sullivan, Colleen Driscoll

No updates.

2. Counseling: Colleen Driscoll, 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

Management reported that Barbara Gregorek is the Chair of this committee and PEF should contact Nancy Bowen. Meeting notices should be shared back and forth between PEF and Management.

PEF requested a response or reason for denying Alternative Work Schedule applications that were approved by Supervisors.

Management replied denials were based on operational needs. We cannot have clerical staff working until 7:00 p.m. at night. There were 25 PEF represented staff that were denied statewide. Staff need to talk to the EODD Director if they need clarification on why they were denied. Alternative work schedules outside 8:00-5:00 pm is based on operational needs of the unit.

PEF asked does this relate to child care or elder care. Management responded there were alternative work schedules granted outside the 8:00 – 5:00 schedule.

4. Training and Staff Development: Sue Sample-Brown, Pam Kelly, Charles Mangels, Ron Sampath, Bill Nolan

PEF indicated a meeting should be scheduled soon.

5. Nurses: Dan Leffingwell, Mary Alice Vitti, Carol Norfleet, Janine Bianco, Sue Sample-Brown, Deb Causa

No updates.

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

No updates.

Information:

1. Office Moves

PEF requested an update for the Nassau County Alternative site.

Management renegotiated the lease in Hempstead. Site in Hempstead includes parking for State vehicles only.

PEF requested an update on installing intercoms at Rochester Regional Office.

Management reported the intercoms cannot be installed until the lease is finalized. OMS is aware of the request, and will move forward with installation after such time.

PEF asked what the final outcome of Security Plan is.

- Management stated that Buffalo is completed and they are currently working on the security plans and meeting with the workgroups.
- Active Shooter Training –Management will share with PEF the training to review when they receive it.
- Desk Guide – Members can follow guidelines in a situation and write down their specific plans when they are in a specific situation. Management will work with PEF with the implementation of this guide.

PEF expressed concerns of not being informed when a walk-through is scheduled.

Management indicated that e-mails were sent to PEF and they should have been aware of a walk-through. Management will check the e-mails to make sure they were sent to PEF.

2. Update on Upcoming Exams and List Status

Management provided PEF a list of the expiring title exams which included Vocational Specialist 1 and Vocational Specialist 2 which both expire on 3/6/17. List is attached.

PEF inquired as to how the PCO will affect titles and hiring. PEF also requested Management to provide a list of the trainee positions within OCFS (i.e., Child Protective Services Specialist Trainee – Grade 13).

Management reported that Civil Service has expanded the list and provided this list to PEF. List is attached.

3. OCFS Mandated Trainings

PEF requested advance notification of upcoming mandated training.

Carol McClellan handed out the 2017 Mandated Training Courses list. The 2017 mandated training courses have been released and are located in both the OCFS Human Services Learning Center (HSLC) and Statewide Learning Management System (SLMS). As of January, 2017 there are 10 courses available. Additional mandated courses will be released later this year.

Management stated that members can check the Bureau of Training and Development (BTD) Intranet page <http://ocfs.state.nyenet/ohrd/> for the most up-to-date listing courses, release dates and due dates. The list is attached.

PEF inquired as to the percentage of staff who have completed every training at the end of the calendar year.

Management responded that 71% have completed the trainings; very few did not complete them. Management was unable to receive all the staff information on who completed the training but it is a much shorter list than last year.

4. Access to PEF New Employee's and Other Employee Concerns

PEF asked if Management can ensure new hired employees attend the scheduled new employee's orientation i.e., meeting response or a final list of who is attending.

Management replied that Personnel announced the next New Employee's Orientation is February 28 and March 2 from 11:00 – 3:00 pm for staff hired in December. The orientation will take place at the Training Center. Management will send PEF the list of staff invited and who accepted.

PEF requested an update on the Lactation Policy; a no end date.

Management responded that the Policy is in the final stages of review. There are a few more comments to be reviewed; and once done will send to PEF for review.

PEF requested Management to provide a breakdown of what positions get paid standby recall.

Carol McClellan provided a list which is attached.

PEF requested a definition of a Management Sponsored event. The prior policy stated it was the discretion of the Commissioner on how much time staff can be excused. The current policy stated twice a year equivalent to 4 hours or a half day.

Management replied the previous policy was not being implemented properly and the current policy is across the board for facilities.

PEF asked if this includes Agency sponsored events.

Management indicated it includes jointly sponsored events; picnic/holiday party. Events other than this would be an outside event which the Commissioner would need to approve.

PEF stated that with SCR's operational needs staff are not able to attend such events and could Management look into this and review if staff be allowed any time to attend.

Management does not perceive this happening for the individuals who could not attend.

5. Access to Form B Data Submitted by the Consultants

Information provided in the form of a handout from OCFS to PEF.

Next Meeting – Friday, June 16, 2017 at PEF Headquarters

