

**Council on the Arts  
PEF Division 364  
Labor Management Meeting Minutes**

**Meeting Date: March 7, 2017**  
**Meeting Time: 11:30 AM – 12:05 PM**

**Attendees:**

**PEF:**

Evans, Judy Co-Chair  
Pecchia, Jerry Co-Chair  
Quarles, Lisa Field Representative  
Putnam, Rita  
Chiu-Rinaldi Fabiana

**Management:**

Manus, Mara  
Maxwell, Petra  
Mohrmann, Richard Chair  
White, Megan

**Old Business**

**I. Approval of Prior Labor Management Meeting Minutes**

PEF previously provided meeting minutes for management to review and approve. Management explained that edits were made to clarify the minutes but not all members of the NYSCA management had opportunity to review these suggested edits. Management will review as soon as possible and then forward to PEF for review.

**II. Staffing**

PEF expressed their appreciation to management for the most recent hiring efforts and welcomed Petra Maxwell as a permanent NYSCA member. PEF expressed their interest in seeing staff increase over time and offered to assist management whenever possible in securing additional future items.

**III. Health & Safety Committee Concerns**

***A. Defibrillators***

PEF indicated that the AED [Automated External Defibrillator] equipment has been put in place and signs have been posted after consultation with management.

***B. Ergonomics***

PEF asked whether management had been able to schedule a follow-up appointment with Humanscale for ergonomics evaluation.

**Management** advised that they have contacted Humanscale and have tentative plans to meet with the company in the near future to review agency needs. Management anticipates having funds available at the end of the fiscal year which may be used to purchase ergonomic equipment. Once the initial consult is made, management will schedule Humanscale to visit when the majority of staff are present.

**IV. Staff Roles**

PEF renewed its request from the prior meeting for an updated organizational chart, with updated new hires included.

**Management** will review this request and provide the organizational chart.

**V. PEF Membership Orientation**

PEF reiterated their request that union packets for new members be issued by PEF representatives rather than be included in information from the BSC. There have been no new hires recently to judge whether their request has been satisfied. PEF raised the issue of one employee who they believe received union information from the NYSCA management.

**Management** is amenable to PEF providing the packets and has discussed the topic with the administrative liaison with OGS/BSC. Management will have the agency's liaison contact the Business Service Center and inform them that the PEF local staff will provide PEF packets to new PEF staff.

**VI. Job Descriptions**

PEF requests that employee job descriptions be issued to employees prior to the establishment of their performance evaluations.

**Management** advised that the administration has begun to issue job descriptions to MC employees but has not yet issued any to PEF employees. Management acknowledged that the PEF evaluations are tied to the employee's hire date and are not aware that any PEF employee thus far has received an evaluation without first receiving a job description. Management will continue its efforts to provide all employees with job descriptions in the near future and will review the evaluation schedule to ensure any PEF employees due for evaluation first get job descriptions.

**VII. Labor /Management [L/M] Committee Joint Training**

PEF reiterated their request for another Joint Labor Management training session. Both PEF and management representatives that had previously attended agreed that the L/M Joint Training held on December 2, 2015 was beneficial.

**Management** agreed to consider such training in the future, but must first focus on existing priorities such as job descriptions and the performance evaluation program. Once identified

priorities are satisfied, management will consider this request. No definitive date for follow-up is available at this time.

#### **VIII. Workweek/ Workday Manual Update**

PEF expressed their appreciation for the recent memos regarding the attendance policies and hopes that policies are applied to all staff. PEF asked for an update on the 2011 Staff Handbook and a timeline of when the current draft would be available for review.

**Management** advised that progress has been made on the Employee Handbook since the last meeting. Efforts continue to finalize the draft. No specific date is available for completion at this time.

### **New Business**

#### **I. Tentative Items for the Next L/M Meeting**

##### **Off Hours Access to Office**

**Management** is reviewing policy language regarding off duty/weekend access to the NYSCA office. As discussed at the last meeting, management has noticed that some staff were coming into the office on the weekends, scheduled days off or remaining at work past their scheduled shifts for no legitimate business purpose. Management pointed out that unauthorized access poses both health & safety and liability concerns.

##### **Ticket Policy**

**Management** is presently reviewing language for a "Ticket" policy, to address staff receipt of complimentary grantee tickets and the agency's responsibilities in accepting tickets as well as attendance issues surrounding participation in evening work.

PEF suggested that it may be best to develop a Ticket policy separate from the attendance policy. Management agreed to take this into consideration but acknowledged that both topics are interrelated.

#### **II. Propose Dates for the Next L/M Meeting**

The next meeting date is tentatively scheduled for June 12, 2017.

### **Action Items:**

1. Management will meet and confer with Humanscale to discuss agency need and will then set up a new assessment for all staff in need of ergonomic considerations.
2. Management will finalize and distribute updated Organizational Chart to PEF.
3. Management will finalize job descriptions for PEF employees and provide same in advance of their performance evaluation reviews.