

PEF/OCFS STATEWIDE L/M
Thursday, September 14, 2017
52 Washington Street, Rensselaer, NY 12110
South Building, Room 310

MEETING MINUTES

ATTENDEES

PEF

Mikki Ramos-Ensslin
Rick Charbonneau
Barbara Gregorek
Robin Matthews
Sharon Robinson
Bernard Johnson
Frank Tamburro
Susan Radosh, PEF Field Rep
Tara Bentley, PEF Recorder

MANAGEMENT

Ines Nieves
Mike Mahoney
Joe Mancini
Mary Carli
Jim Barron
Carol McClellan
Miguelina Williams
Jill Swingruber
Amelia Barbadoro
Jason Moran
Jennifer Bernstein
Derek Holtzclaw

NEW BUSINESS:

LATS

1. PEF asked for an update on the LATS timesheets.

Management is in the process of trying to have a conversation with BSC regarding the timeframe set for submission of timecards. Management requests that PEF assist them with obtaining an update.

2. PEF inquired if Management spoke to DJJOY Management regarding support to supervisors who have staff on alternate shifts.

Management responded that they understand that sometimes submission dates are not going to be in compliance with the BSC guidelines. When staff and/or a supervisor are not in the office, it is impossible to meet the timeframes.

PEF asked if staff are being disciplined for failure to meet the BSC timeframes for submission of timecards.

Management responded “no”, and they request PEF to advise members to try submitting their timesheets in a timely manner.

Business Issues

1. PEF asked if the Capital Projects, which were funded in 2017, are completed. If not, which work is not finished and when will be it finished.

Management responded that the projects funded in the 2017 fiscal year just started. It takes these projects a number of years to come to completion once they are started. There is a lot of work going on at Brentwood and Finger Lakes.

PEF asked if Management can provide a timeline of the current projects going on.

Management agreed to provide a timeline of projects.

2. PEF questioned where the Capital Projects were and which facilities will see an increase of bids.

Management stated that there are plans that are still up for approval. The Governor’s Office will be putting out a press release very soon, this week we are told. When the press release is out more information can be given.

PEF asked if there will be an increase of beds. Management responded “yes”. With the introduction of Raise the Age, some facilities will see an increase.

PEF asked if staff will be increased due to the increase of beds. Management said that yes, they will increase staff when the number of beds increases.

PEF queried if the ratios would change. Management responded that the ratios would not change.

3. PEF asked what security improvements need to be made in classrooms.

Management replied that there are telephones in the classrooms in Brookwood right now. Improved radios are at Finger Lakes and will be rolled out at Brookwood. They will then be rolled out at Columbia and Red Hook.

4. PEF inquired as to how many Temp items are currently filled and in what titles.

Management indicated that there are 59 positions filled and they will send the titles to PEF.

5. PEF asked why they were not notified of the change in location of the "Quiet Room" at SCR. PEF wants dimensions of the current and proposed "Quite Room".

Management replied that this was not on the agenda and will discuss at a future meeting.

Fatality Reviews

1. PEF stated that last year the NYC Regional Office staff had 120 Fatality Reviews; as of 2017 there's a total of 82 Fatality Reviews. Is the plan to increase staff?

Management responded that there is no plan to increase staff at this time.

2. PEF asked if the NYC Regional Staff are handling other tasks, such as FOILs, in addition to their job responsibilities, and if they are, why?

Management stated that the FOIL requests are received at the home office Fatality Unit, they are reviewed and processed.

PEF said that there were 42 cases to review and that they were told that staff couldn't do them: there are too many. They also asked if staff are handling complaints as well, which would be increasing the work load. Can management provide statistics?

Management said they would check on the complaints and would see what kind of statistics they can find.

OLD BUSINESS:

1. PEF asked what is the plan for staffing DJJOY since Raise the Age has passed.

Management said that there is a press release coming out any day now from the Governor's Office. We cannot share that information until then.

2. PEF asked if the basic presentation regarding Raise the Age is going to be provided to PEF and when.

Management informed PEF that there is a presentation next week with CSEA on 9/21/17 from 1pm-3pm and that PEF is welcome to attend. The meeting is at the home office, North Building. The information that will be distributed at the meeting can also be found

at: www.ny.gov/raisetheage. Due to short notice, PEF can't be at the presentation on 9/21/17; PEF requested Management provide upcoming dates to meet to see presentation.

3. PEF inquired as to how many Temp hours were utilized to accomplish staffing at the State Fair 2017 and was the announcement distributed to all OCFS.

Management said that they are working to get that information. Some people did not want to participate.

PEF stated that there was staff in the Regional Offices that wanted to go. Management stated that if you have a list of people who were told they could not go, to send in the list, and Management will follow up. PEF said that the announcement went out too late for people to make arrangements to go. Management stated that they will look into when the announcement was released.

4. PEF asked if they can be given an average caseload for ALJ's.

Management is working on getting the information from the legal office. Are you looking for overall or in a particular area? PEF replied they are just looking for the average.

5. PEF questioned if ALJ's will be granted permission to sign off on their own cases?
6. PEF asked if Management has an update on whether ALJ's will be placed together.

Management replied that they have no knowledge of this yet.

PEF's questioned how many FTEs are PEF; what the FTEs are; and Temps for OCFS. PEF also asked how many PEF provisional items are there currently, and what titles are they in.

Management responded that there are 37 positions filled provisionally. Management provided a list.

Facility Concerns

1. PEF asked if there have been any changes with foreseen facility closures.

Management stated not at this time. We have a plan to look for space. We cannot disclose that information until the press release comes out.

PEF asked if there will be a lot of changes? Management said “yes”, in some parts of the state.

2. PEF asked if there have been phones supplied to all classrooms at Brookwood? This question was already answered (see pg. 2 of minutes)
3. PEF asked if the radios have been tested and if a rollout has been done. This question was already answered (see pg. 2 of minutes)
4. PEF asked if Management can provide an update on where the cameras are installed.

Management stated that the request is vague, what exactly is PEF looking for? Cameras in counselor’s offices?

PEF responded that there was a problem with a counselor having to take patients to a community room so that there would be a camera.

Management said that they are currently having an analysis done now by PREA to see what the percentage of camera coverage is at the facilities. We are above the necessary 95% compliance now.

Workplace Violence

1. PEF requested a report of how many workplace violence incidents have happened in OFCS in 2017.

Management responded that they need more specifics. PEF asked how many reports have you had. Management said that they will look into this.

2. PEF’s asked about acquiring a copy of reports for statistical purposes. Management will get back to PEF on this issue.
3. PEF asked if there is a date for Brentwood’s Fall STOP training.

Management said that training was held on 8/31/17; there will be a second round for those who were out of work due to workers comp.

Sub-Committee Reports:

Reports from the following sub-committees:

1. Education: Steve St. Clair, Tim Bromirski, Janice Miller, Gayle Sullivan, Colleen Driscoll, Tod Derkacz, and Matt Sikora.

One update – Remove Gayle Sullivan – retired.

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, and Bill Nolan.

One update – Remove Pam Kelly – retired.

5. Nurses: Mary Alice Vitti, Carol Norfleet, Janine Bianco, and Deb Causa.

No updates.

6. Hazardous Duty Pay: Steve St. Claire, Frank Tamburro and Bernard Johnson

One update – Remove Steve St. Claire.

PEF asked if there will be a shift in this with Raise the Age.

Management said that there will be, and we need to push Hazardous Duty Pay. Management recommended that PEF should submit a qualifying packet to Civil Service. Please send us what you have and then we can go over it. Changes will come up after Raise the Age.

PEF recommends that the Hazardous Duty sub-committee get together with a Management representative and finalize the packet. This should be a joint effort with PEF and Management, and be submitted together.

INFORMATION:

Office Moves

PEF stated that there is a problem with the move of the Nassau County office to Suffolk County. The Nassau office had been in “the Corridor”, which was in the middle of the high risk community that they serve. Without that office, people now have to travel 33 miles away to the Suffolk office. It’s impossible for people to get to that office.

Management said they added a workstation at DJJOY (there are now 4). We can put this on the agenda for next month.

1. PEF stated that the NYC Regional Office is on a month-to-month lease, please provide an update.

Management said that it is not on a month-to-month lease. We will be making plans for 80 Maiden Lane in the next week.

2. PEF asked for an update on the security plan developed for the office and if it was provided to staff.

Management asked which office? PEF responded Rochester /Buffalo.

Management said they are looking at updating the card system at Buffalo. There has been active shooter training. There will be a report to the staff of the findings and the corrective changes that will be taking place.

PEF asked if there have already been changes made. Management said “yes”. There is a Tenant Safety Officer at each office; they are supposed to disseminate that info to the rest of the staff.

3. PEF asked what the rollout schedule is for active shooter training for staff.

Management said that was rolled out in April, it is a 13-minute video on SMLS. We are looking to get it on the portal and website.

PEF stated that at the State Central Register PEF were not invited to the State Police walkthroughs.

Management said that PEF was invited, but will look into this.

4. PEF asked where is OCFS planning to place DOCCS youth.

Management stated that this wasn't on the original agenda and they don't have the answer.

5. PEF asked if not doing a rollout, what efforts has management made to put the link where it's available to OCFS staff.

Management stated that this wasn't on the original agenda and they don't have the answer.

Update on upcoming Exams and List Status

1. PEF requests an update on the upcoming exams and lists expiring.

Management passed out a list of exams coming up for September to February. They also passed out a list of titles.

2. PEF asked if there are any updates on the Professional Career Exam within OCFC and any affected current titles in hiring.

Management stated that the exam was held and the list was established in April or May.

3. PEF asked for updates on the list of traineeship positions within OCFS. Management provided a list of traineeship titles.

PEF asked how to people apply? Management said that they have to sign up for the exam, there are several titles available.

Access to PEF new Employee's and Other Employee Concerns

1. This question was not answered
2. PEF asked who updates Reasonable Accommodations staff regarding employee's current supervisor.

Management replied that it's the employees who inform EODD regarding their supervisor. There is now a message on the bottom of the EODD email stating that if the wrong supervisor receives the e-mail from EODD, they are advised to tell EODD and

delete the e-mail. There is also a notification to staff when a current Reasonable Accommodation is coming up on expiration.

3. PEF stated that some staff at SCR were determined to be non-essential during emergency; PEF would like to know if staff at RPC were part of that determination and if they have been notified.

Management stated that in March 2016 all staff were considered essential. They have since looked at the situation and determined that RPC staff will not be considered essential going forward.

4. PEF asked if MSDS forms are available to staff at all locations at home office and where.

Management said that you can request a MSDS from OMS and they will send it.

PEF asked if they should go to the Tenant Safety Officer to ask for them. Management replied that they should have MSDS's for any current projects going on. But they may not have them for work that is happening in other parts of the building not under their purview.

5. PEF inquired if video cameras in the home office are being used to clock employee's comings and goings.

Management replied "no".

6. PEF requests information regarding downstate staff that sit in unsecure cubicles (i.e. confidential information is not secured).

Management asked for clarification.

PEF replied that there are some desks that cannot be locked, or sometimes only one drawer can be locked. Management said that staff should call their supervisor and they can have it fixed. Management said to reach out to Jason Moran he works with Beth Goyer-Office management support.

Next meeting date: Tuesday, December 5, 2017, PEF Headquarters @ 9:30am

**Minutes from the September 14, 2017
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 12-5-17

Mikki Ramos-Ensslin Date
PEF Chair

Carol McClellan

Carol McClellan Date
OCFS Director of Labor Relations