

PEF/OCFS STATEWIDE L/M
Thursday, September 13, 2018
PEF Headquarters, Latham, New York

MEETING MINUTES

ATTENDEES

PEF

Mikki Ramos-Ensslin
Bernard Johnson
Sharon Robinson
Sharon Samuels
Sharon V. DeSilva, Esq. PEF Vice President
Susan Radosh, PEF Field Rep
Nancy Holford, PEF Recorder

MANAGEMENT

Carol McClellan
Lynn Fonda
Jason Parrish
Cassandra Bruce
Donna Fesel
Derek Holtzclaw
Brian Kelley
Emily Stooks

New Business:

1. LATS

PEF had requested Management to elaborate on the drop-down code (USA) on LATS under FMLA and when do they use this code.

Management reported that BSC and GOER established the FMLA code in the LATS prior to the end of their last shift. Staff need to follow the Agency's policy.

Management is unaware when the drop-down code was started. Management will find out when the code should be used and get back to PEF. Action Item

PEF members are concerned regarding unscheduled absences which can result in being disciplined.

Management replied that members need to touch base with their Program Area and need to call in within the 2 hours.

PEF requested if Management receives any further information to notify PEF. Action Item

PEF had requested for Management to provide the LATS Policy for release time relating to Holiday parties and State sponsored events for Compressed Work Week staff working a 40 hour work week and a 37.5 hour work week.

Management stated it is the same as the absences as the last 7.5 hour day. Need to make up for the 40 hours. 37.5 hour compressed work week; get 3.75 awarded on a holiday. The 40 hour work week; get the 40 hours; work non-compressed 8 hour days/your

official schedule. 35 hour week; need to work or charge that day to make up for the 7.5 hours.

2. Business Issues

PEF requested an update regarding OCFS, CMSO worker's documentation to receive Hazardous Duty Pay to Civil Service.

Management spoke to Civil Service and they are doing an evaluation on all the counselors. Civil Service is requesting more data from Raise the Age regarding the Youth Counselors.

PEF indicated that this will take some time.

Management agrees that this will take some time. Civil Service does a thorough review and will take an analysis.

PEF requested an update on the status of the lease in Garden City.

Management responded that the lease was finalized. The Commission for the Blind is moving in on the first floor; approximately November 1. DDJOY will move to Hempstead.

3. Staff Issues

PEF requested an update on how many PEF Provisional and Temp employees exist in OCFS and what their titles are.

Management distributed two lists; one included the number of staff in Provisional Titles (20) and the other included the number of staff in Temporary Titles (65).

PEF questioned who was filling the temporary title position of Child Protective Services Specialist 2. Management stated a Retiree is filling that position for a special project.

PEF requested an update of the current fill level and FTE in OCFS.

Management reported the current fill level is adjusted which reflects the Raise the Age; 3,475, current is 2,879

PEF asked where the vacancies are located. Management replied it is hard to define.

PEF would like an update on the number of cases (case load) per ALJ.

Management replied that the information was e-mailed to PEF since it is a huge Excel spreadsheet which includes all the names and cases. If PEF has any questions, you can follow up with Carol McClellan.

PEF requested a breakdown of which nurse practitioner covers what facilities.

Management replied there are 2 nurse practitioners; 1 in the Finger Lakes and 1 in McCormick. There is a physician assistant in Brookwood. Physicians are handling the other facilities.

PEF asked if Management has provided all PEF members (i.e., nurses, psychologists, social workers and teachers) at the facilities with radios for their shifts.

Management replied:

- Brentwood – 1 radio assigned to office
- Brookwood – 2 – 1 in medical – nurses
- Columbia – 2 radios - 1 in office 1 on the floor
- Ella McQueen – radio with medical personnel at all times; Nurses
- Finger Lakes – 2 assigned to the nurses
- Goshen – each nurse assigned and have it at all times
- Highland – all nurses assigned a radio. 1 radio always stays in medical.
- Industry – each nurse assigned a radio
- McCormick – each nurse has a radio on each shift
- Red Hook – 1 in every office; Nurses – take 1 with them.
- Taberg – 2 radios – centrally located; nurses take a radio with them

Management will provide the teachers information at the next meeting. Action Item

PEF asked with Raise the Age coming October, 2018, will this affect any PEF members Task and Standards; what titles will be affected; and what new tasks will they receive.

Management replied they will all stay in the same titles and do not anticipate any changes.

PEF asked if there will be additional VOC classes offered. Management responded that they have a chart and will share with PEF in a future meeting. Action Item

PEF questioned if the Job Tasks and Standards for CMSO different Upstate vs. Downstate and what are the differences.

Management replied that they are the same.

4. State Central Register

PEF requested if Management can provide an update on the general guidance and supervisor training regarding the Lactation Policy.

Management reported that Personnel provides a packet to individuals requesting leave and goes over the information with them.

PEF will share their completed package on Lactation and will send to Mary Carli. Action Item

PEF requested a copy of the Policy regarding same day absences being considered Unscheduled Absences (USA) and when there is availability in the PAL calendar.

Management replied that there is a Regular Absenteeism Policy. If the employee does not request the absence at the end of their shift; it is considered an unscheduled absence.

PEF stated that members at the State Central Register had a PAL System in place; 4 years. In the past, when there were vacancies in the PAL Calendar; they could notify their Supervisor and use that time which was charged time. Supervisor approves the spot; as scheduled.

Management stated that is a violation of the agency policy. Management is trying to correct the violations of the policy.

PEF stated that there is a regular schedule, mandatory overtime and voluntary overtime. There is no mandatory time in the facilities; need to sign up. This allows the State Central staff less flexibility.

Management reported that members are not getting disciplined for unscheduled absences. Supervisors look for a pattern.

PEF added that State Central Register staff leave early; 3 hours before and there needs to be time in the PAL system to do that.

Management replied it is still considered an unscheduled absence and is the Agency policy. Supervisors are explained the difference between scheduled and unscheduled absences.

PEF asked if the State Central Register Management put in writing the clarification of Time and Attendance to staff.

Management replied they can send out the Agency policy. PEF requested to also provide clarification regarding the 3 hours. Action Item

PEF requested an update on the OCFS Absenteeism Policy and when a meeting will be scheduled for discussion. Management replied that they will send PEF dates to meet. Action Item

Old Business:

1. Facility Closures and Concerns

PEF questioned if Ella McQueen can repurpose to a discharge facility instead of an intake facility for Raise the Age.

Management replied there have been no conversations regarding this. As soon as we have information, we will let PEF know. There is no decision regarding Ella McQueen and do not know a time frame. Action Item

PEF asked if Management can provide an update on the status of the YC's at Ella McQueen returning to their CMSO assignments.

Management will revisit this after October 1st; and after meeting with Labor Relations.

PEF asked if after October 1st there is a larger influx of youth going to Ella McQueen first and then transporting them around; will there be more YDA staff assigned.

Management will need to wait and see. It is difficult to know where the youth is coming from. It will take longer than October 1st.

Reports:

Sub-Committee Reports

PEF had requested the names of at least one Management representative for Hazardous Duty Pay. Management stated there are no updates at this time.

Reports from the following sub-committees:

1. **Education:** Bill Agresta, Tim Bromirski, Janice Miller, Gayle Sullivan, Julianne Girard, Todd Derkacz and Matt Sikora

Committee has not met.

2. **Counseling:** Dr. David Logvin, Miguelina Williams and ~~Sue Sample Brown~~

Taurina Carpenter was removed from the committee.

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

Committee has not met.

4. **Training and Staff Development:** Bill Nolan and Miguelina Williams
Annette Grant was removed from the committee. Need someone else on this committee.
5. **Nurses:** Bill Nolan, Mary Alice Vitti, Carol Norfleet, Janine Bianco, Emily Stooks and Deb Causa.

Committee has not met.

6. **Hazardous Duty Pay:** Frank Tamburro and Bernard Johnson

Information:

1. Office Moves

PEF requested an updated list of all office moves and closures for OCFS scheduled for the next six months. PEF requested an update on the move to the Harlem State Building.

Management informed PEF there is an Open House scheduled for tomorrow including all staff in Maiden Lane. Open House is from 10:00 am – 12:00 pm. Staff will walk through the 18th floor to look at the work stations; security. The actual move is Wednesday – Friday, 9/18; Child Welfare; Close to Home; Mentoring.

Child Care on the 13th floor is moving on or about Wednesday, October 3rd. Commission for the Blind is moving from the 2nd to the 13th floor; around the same time.

AQC will move into the space on the 13th floor in November.

There is remodeling for DDJOY, but have not finalized the plans first. Management is working with OGS; segregate the waiting area also.

PEF requested an update on the issue with asbestos at AC Powell. Management stated that the asbestos has been removed and air quality tests were done.

PEF would like to know when will the new Training Policy “up on the hill” take place.

Management informed PEF that the projected date for staff is the second week of December; around the 10th which is targeted. Training is beginning in January.

PEF asked who is moving and if PEF members will be moving.

Management replied that the majority of staff located at 52 Washington Street will be moving with the exception of the Training Director; Business Office staff – 12 will remain.

2. Update on Upcoming Exams and List Status

PEF asked what are the titles Management is asking Civil Service to conduct tests for in 2018 and 2019.

Management indicated that the tests have been completed. The list of exams were posted and distributed. There is a planning meeting scheduled in February with Civil Service. Started hiring Provisionals recently; Youth Counselor.

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

PEF asked if the content of the presentation for New Employee Orientation being provided be reviewed.

Management stated it is part of a Statewide LEAN project. We look at pertinent policy changes and nothing has changed.

PEF questioned who tracks when the new employees don't attend the 3 hour presentation.

Management tracks this through the training rosters and compare to what they send out. We receive a list of new employees and review this every other week. Employees need to sign in; we do not check; they can also reschedule.

PEF requested a Labor/Management agreement regarding Union access to e-mail. PEF distributed a copy of an MOA between OCFS and PEF. PEF indicated it is hard to get messages to the members and asked if an electronic bulletin board can be constructed through the intranet.

- Postings – you can go to the OCFS intranet; look at a certain page and review them.
- Contract Side Letter – put on the electronic bulletin board
- Labor/Management issues
- Stewards can talk to each other; send Agenda items
- Create a board – Stewards to be eligible to in-house Labor/Management Chair
- Send information to Administrator requesting posting; stay on board for 2 weeks; after either archive or not
- If Administrator rejects – 4.3 basis for the rejection. Request to give PEF 5 days notice in writing if rejected

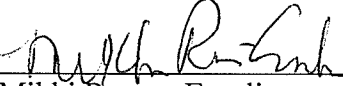
Management will get together and review this MOA. GOER sunset clause in every MOU.

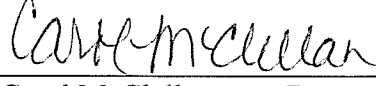
**** Note**** PEF asked if the IP Code of Conduct Conference language was okay or not. PEF requested Management to let Susan Radosh, PEF Field Representative know. Action Item

Next Meeting Date: Tuesday, December 11th at 52 Washington Street

**Minutes from the September 13, 2018
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.

 12/11/18
Mikki Ramos-Ensslin Date
PEF Co-Chair

 12/11/18
Carol McClellan Date
OCFS Director of Labor Relations