

PEF/OCFS STATEWIDE L/M
Tuesday, December 11, 2018
52 Washington St., Rensselaer, NY

MEETING MINUTES

ATTENDEES

PEF

Mikki Ramos-Ensslin
Bill Nolan
Frank Agresta
Robin Matthews
Sharon Robinson
Sharon Samuels
Frank Tamburro
Ryan Stoliker, PEF Field Rep
Nancy Holford, PEF Recorder

MANAGEMENT

Carol McClellan
Ines Nieves
Jim Barron
Lynn Fonda
Jason Parrish
Cassandra Bruce
Maria Tedesco
Derek Holtzclaw
Farooq Mallick
Joe Mancini
Brian Barraclough
Tonya Boniface
Frank Multari
Beth McCarthy
Mike Mahoney

New Business:

1. LATS

PEF had requested Management to provide information on the status of the LATS Policy update.

Management reported Labor Relations is reviewing the policy update. LATS always uses quarterly hour increments – 15 minutes. Management will e-mail a copy of the policy after Management reviews. Action Item

2. Business Issues

PEF requested where can a member find a copy of the OCFS 2181 weekly itinerary.

Management replied there is a link that will take you right to the form. [OCFS-2181, Weekly Itinerary](#). Management will take one more look at this form and get back to PEF.
Action Item

3. Staffing Issues

PEF requested an update on how many PEF Provisional and Temp employees exist in OCFS and a listing of what those titles are.

Management reported there are 31 Provisionals and 98 temp employees. Management distributed the list which included the titles.

PEF asked why are there 15 CPS 1 Temps and 9 Temp teachers.

Management replied temp teachers cover for sub teachers. There is an increase in dollar amount and the way that they are used in the facilities. They are now hourly based. CPS 1's were established by the programs to fill different gaps due to staffing issues. If there are openings in permanent items; Management will move the temporary staff into permanent positions.

PEF questioned how long have the temporary CPS 1's been in those titles.

Management responded that seven people were hired in temp positions in November 2018; two in July, 2018; one in April, 2018. The person hired in April wanted to remain in the temp position. We also have nine Retirees filling in gaps in schedules. Total of 19.

PEF asked why not use Retirees for mandatory overtime.

Management stated that the hours that they work are very limited; and they need to stay under a threshold.

PEF replied that mandatory overtime is flexible; between any time frame up to 7:00 pm.

Management replied that the Retirees are a huge asset and if we start mandating them for certain hours, we likely will lose their services all together.

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

Management reported that most vacancies are in DJJOY. The target level reflects all of the Raise the Age positions that they put in our Budget for both; Phase 1 and Phase 2 of Raise the Age. We cannot fill Phase 2 items until Phase 2 is implemented in October of 2019. Child Welfare is right on target. All other programs are close to where they should be.

PEF requested SCR clarification of time and attendance.

Management is waiting for the results of the last meeting between Carol McClellan and Susan Radosh. Management suggests putting this item back onto local labor/management meeting agenda at the SCR.

PEF stated the meeting is on December 17. PEF will forward the Agenda and invite to Carol McClellan. Action Item

PEF requested information as to why Child Abuse Prevention Specialists (IAB) are being paid less than minimum wage when on call.

Management replied they are on standby/on call rosters. All this is outlined in Article 31 of the PEF Contract.

PEF stated they are being paid less than minimum wage; and they are the only ones on the rosters being called to do assessments. They sometimes are on call for 16 hours.

Management will need to get more specifics on this and clarification from GOER. Management will review and get back to PEF. Action Item

PEF asked why some IAB Investigators work is being taken away from the Buffalo Office and transferred to the Albany Office.

Management spoke to the Program Manager and was told there is a newly created unit in the Home Office and they are centralizing the assessment work at all Regional Offices except NYC. The home office unit will take this work on; implementation of the Raise the Age work.

Buffalo and Spring Valley are the only Regional Office doing this and now it will be the Central Office. Centralizing the work; making it consistent; and freeing up the people in the Regional Offices. The unit will start at the end of December.

PEF requested information regarding the OCFS Memo to Youth Counselors and new shift procedures. Time and attendance issues.

Management hired many new Grade 18 and Grade 21's. The procedure is not new and has been in effect. The facilities are getting information to all the people regarding their shifts.

PEF questioned logging in names and times of PEF staff when keys are given to them at the facilities. Management responded that the log is for security purposes. Management is aware that PEF does not want OCFS to use the key logs for time and attendance purposes.

PEF stated as long as this time is not recorded when looking for keys

Management replied they have never done this in the past, and will not in the future either.

PEF requested information on the number of traineeship titles that are available in OCFS and what the titles are.

Management distributed to PEF a list of 14 PEF Traineeship titles.

PEF asked if Management had the number of traineeships and Management replied they will get that information and send to PEF. Action Item

PEF questioned when Management will have an update on the OCFS Absenteeism Policy.

Management is working on it and will set up a meeting soon. Action Item

4. Parking

PEF requested to be part of the Harlem State Office Parking Committee and would like Management to provide them when the meetings are held and with who.

Management replied that OGS is in charge of parking. The garage has handicapped spots available. There are hang tags and 30 of them are for handicapped spots.

PEF would like to know how many parking spots are available for OCFS at the following locations: Adam Clayton Powell (NYC), SCR (Menands) and Home Office (Rensselaer).

Management reported that OGS lets OCFS know how many spots they can have. There are limited spots in Harlem. Management will get the numbers for PEF. Action Item

Parking is handled in Albany by OGS. All the lists are controlled by OGS. Adam Clayton Powell does not control the parking on site.

Management does not have the information at this time regarding SCR but will send PEF the information. Action Item

PEF acknowledged that there is no communication between the local agency and OGS. PEF requested the procedures regarding the OGS Parking System so PEF can get on the list which is online.

Management will provide this information to PEF. Action Item

PEF requested to know the number of parking spots for medical parking; how many for OCFS (52 Washington St.); Adam Clayton Powell (NYC) for PEF and Management.

Management replied there are 30 at 52 Washington St. and will get back to PEF regarding Adam Clayton Powell. Action Item

5. Justice Center

PEF had asked why the Justice Center does not take Law Enforcement referrals.

Management informed PEF that they do not control, manage or authorize anything from the Justice Center. PEF will have to get that information.

PEF asked why the IAB Grade 18 duties at Horizon are being transferred to the Justice Center.

Management reported that the staff are DOCCS. There is an agreement between OCFS and the Justice Center that it would not be OCFS doing the investigating.

The Justice Center has the authority, since there are juveniles in there. Horizon is different; has DOCCS employees. Management is trying to figure out how the Justice Center will be doing this part of it. DOCCS has their own investigation units.

PEF indicated they are not allowed to do assessments. Management suggests having documentation.

Old Business:

1. Facility Closures and Concerns

PEF had requested an update on the Ella McQueen repurpose to a discharge facility instead of an intake facility for Raise the Age. PEF had been informed as of January 1st, they will only be getting boys and not girls. Is Ella McQueen going to close?

Management reported that staffing levels are critically going down and they are taking the boys out of Ella McQueen. The girls will stay since there will be staff there to do intakes. They do a lot of trips; and there are not enough people to do the different tasks; and more functions the facility does. People are leaving and we need coverage; that is why we send the kids to local facilities or upstate. Most of them are upstate. Management will know more after the Governor's Budget comes out which is at the end of January; Budget is due to be finalized in April.

PEF requested Management to provide an update on the status of the YC at Ella McQueen returning to their CMSO assignments.

Management replied there is a major capital renovation; too much money. Most are being taken care of in New York City.

PEF asked for an update on whether Management has provided all PEF members (i.e., teachers) at facilities with radios for their shifts.

Management responded that they have provided radios in all facilities.

PEF requested an update since the implementation of Raise the Age and how has it affected our PEF member's shifts and locations.

Management reported they have hired more clinicians with Raise the Age. The plan for Phase 2 depends on how many we get in the population; shifts and work locations upstate and downstate. More growth in Upstate; maybe Hudson not NYC.

Reports:

Sub-Committee Reports

Reports from the following sub-committees:

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

Management is trying to get a Committee Meeting in March to discuss locational needs and the older kids.

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

PEF had reached out and Robin Matthews will be on the Committee. The Committee will go over some dates after the new year to discuss the goals and plans.

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

PEF indicated they have not met in a while because they were told that OCFS would not be in the telecommuting program.

Management stated that the Governor's office has a telecommuting sub-committee and will be meeting in a month or so to see what is going on.

4. **Training and Staff Development:** Bill Nolan and Miguelina Williams

No update.

5. **Nurses:** Bill Nolan, Mary Alice Vitti, Carol Norfleet, Janine Bianco, Emily Stooks and Deb Causa.

PEF reported that Bill Nolan is handling this and will be looking into it.

6. **Hazardous Duty Pay:** Frank Tamburro and Bernard Johnson, personnel rep?

Management feels there is no reason for a personnel rep due to the previous proposal.

Information:

1. **Office Moves**

PEF requested Management to provide an updated list of all office moves and closures for OCFS scheduled for the next six months.

Management replied they will be making some moves on the Second floor of Maiden Lane to Adam Clayton Powell which is tentatively scheduled for the middle of January. The Commission for the Blind will be moving down to the Fourth Floor; pending construction completion. Within the next six months, the moving should be wrapped up.

PEF indicated that on the 13th Floor the tiles came down.

Management alerted Building Management. Management will also take a look at other options regarding the refrigerator. Action item.

PEF requested an update on the issue with Asbestos at Adam Clayton Powell.

Management stated that OGS may have some projects in the future that might impact the OCFS office space and will provide notifications. The 18th Floor has been completed. Management will be working with Health and Safety and keep an eye on this. Action Item

PEF asked if there will be temporary work sites provided if needed.

Management replied they will do asbestos abatements. If a member sees something going on; reach out to Management so we are aware and can check on what is going on.

PEF asked when will the bathrooms be completed at Adam Clayton Powell and made available for staff use.

Management noted that the bathrooms are completed and working as of yesterday.

PEF requested the status of the lunch room area being provided with adequate furniture for staff use.

Management reported the 18th Floor has a lunch room. Management had put in a request to OGS and was told that was all the furniture they would be able to get in there. Management is looking at other options. Management understands PEF's concerns. Action Item

PEF asked the status of the completion of construction to allow for portable drinking water. Why are members paying for water; isn't Management supposed to provide as per PESH?

Management reported that there are water fountains in the lobby and the construction has been completed on the 18th floor.

PEF questioned the status of the Parker Academy closing.

Management stated January 25th is the tentative date; which is the last day of training. The week of the 28th is when they will be moving. Everything is just being relocated.

PEF requested an update on the new Training Facility.

Management informed PEF that January 2nd is the new tentative date for staff to move. When we receive the CO we will begin working. Staff will be located on the right part of the building which is already done. Our goal for training to start is February 4th. This is a huge space. After completion, Management will invite PEF to visit and schedule a walk through. Action Item

PEF stated that the majority of staff have been hired. 4 or 5 PEF Parker Academy members have transferred. MOU for vacation time for the staff to take off is just being allowed. PEF has concerns how the vacation approval is being done; is seniority involved or is the time just okayed.

Management will look into this in regards to how they schedule approval of time off. Action Item

PEF understands there were postings for Temp staff positions at the Training Center; why Temporary and not Permanent.

Management replied there is only a certain amount of positions DOB will allow them to fill. Management is still in discussion with them to further advance this.

PEF asked if a permanent position transfer is completed, does the employee still have a hold on their position.

Management responded that they could if it is a mandatory leave on their position. The employee can return to their original position if they choose; within OCFS only; no, if they leave OCFS. The employee should reach out to Human Resources if they have any questions.

PEF asked how many staff will be at the New Training Center and what their titles are.

Management reported there will be by January 80 or 90 staff and we are looking for about 30 or more. Total of 120-30 should be up there. All of the training staff will be located there.

2. Update on Upcoming Exams and List Status

PEF requested the titles Management is asking Civil Service to conduct tests for in 2019.

Management distributed a list for review.

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

PEF requested an update on the Labor/Management agreement regarding Union access to e-mail and meetings.

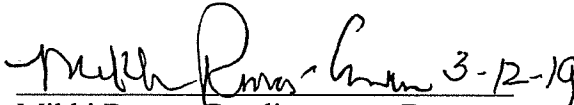
Management replied they will take a look at it and discuss further with Carol McClellan. In regards to electronic bulletin boards, we will keep this on the Agenda and figure out what is the best way to have these boards. Action Item


PEF Field Rep, Ryan Stoliker will follow up with Susan Radosh regarding this.

Next Meeting Date: Wednesday, March 13, 2019 at PEF Headquarters, Latham, NY

**Minutes from the December 11, 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.


Mikki Ramos-Ensslin Date
PEF Co-Chair


Carol McClellan Date
OCFS Director of Labor Relations