

PEF/OCFS STATEWIDE L/M
Wednesday, March 13, 2019
PEF Headquarters, Latham, New York

MEETING MINUTES

ATTENDEES

PEF

Mikki Ramos-Ensslin
Deborah Walton
William Agresta
Karen Casivant-Mickle
Sharon Robinson
Bernard Johnson
Sharon V. DeSilva, PEF Vice President
Ryan Stoliker, PEF Field Rep
Nancy Holford, PEF Recorder

MANAGEMENT

Carol McClellan
Jim Barron
Lynn Fonda
Cassandra Bruce
Derek Holtzclaw
Frank Multari
Tonya Boniface
Beth McCarthy
Mike Mahoney
Ryan Nivison
Matt Campbell
Rob MacGiffert

New Business:

1. LATS

PEF had requested an update on the LATS Policy.

Management distributed copies of the Time Record Processing which is the new title for the LATS Policy. This new title went into effect January 25, 2019.

2. Business Issues

PEF requested a copy of the revised OCFS 2181, Weekly Itinerary.

Management distributed copies of the Staff Itineraries and Whereabouts Notification PPM 2046.03, which was issued May 17, 2016. Management reported that there is no revision to the policy, and will stay as is until it is revised.

PEF requested the draft approval for staff and field assignment. Management replied that the policy is being finalized within the next week or two, and is in its final stage.

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 40 Provisionals and 96 temp employees. Management distributed the list which included the titles.

PEF requested an update of the current fill level and FTE in OCFS and where are the vacancies located.

Management replied that there are no vacancies at this time. While there are vacant throughout the Agency, we are at our current fill level. The ability to fill items depends on the budget and there is currently no cash. Management will not know until mid-April to see what the Budget entails.

PEF requested clarification of the SCR Time and Attendance Policy.

Management will set up a meeting with PEF and SCR to discuss the policy and how it affects the employees at SCR. Management asked PEF to reach out to them regarding the meeting date. Action Item

PEF requested information on the number of traineeships that are available in OCFS and what are the titles. Management distributed the list of the PEF Traineeship titles.

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

Management replied they will discuss this update at the PEF and SCR meeting.
Action Item

PEF questioned is DJJOY mandating Nurses to work regionally in other facilities.

Management responded as of today, DJJOY has not allowed Nurses to work at other locations. This is done on a volunteer basis and Nurses are allowed to say no.

PEF asked if the Nurses are eligible to receive hazard duty pay when they leave, i.e., the Brookwood facility to go to Red Hook. Management replied no.

PEF questioned what is OCFS doing to recruit Nurses for facilities.

Management indicated they have been recruiting by postings on the website, canvassing; flyers; Job Fairs. Human Resources has worked with Civil Service regarding the geographic pay. OCFS Nurses receive geographic pay at all facilities. Management is establishing a uniform posting and recruitment lists at each facility. If PEF has any suggestions/recommendations regarding recruiting, let Management know.

PEF replied they will reach out to PEF's Nurse Coordinator to assist. Action Item

4. Parking

PEF asked how many parking spots are available for OCFS at the following locations: Adam Clayton Powell (NYC) / PEF and Management and the Buffalo Regional Office.

Management replied at the Adam Clayton Powell location, OCFS currently has 8 parking spots for State vehicles in the AC Powell garage. Any OCFS staff parking in the garage was obtained by following the OGS request for parking as described in the following links; <https://parking.ogs.ny.gov/form> <https://parking-ogs.ny.gov/contact-us>

When an OCFS person leaves the Agency and they had a parking spot, their spot goes back into the parking system and OGS reassigns it to the next person in line in their system, which may not be an OCFS person.

At SCR, there are 215 on-site parking spots that are included in the lease.

At the Buffalo Regional Office, there are 13 spaces located in the garage for parking of State vehicles that are included in the lease and paid for separately by the Agency.

PEF requested to know the number of parking spots for medical parking and how many for OCFS (Adam Clayton Powell) NYC/PEF and Management and the Buffalo Regional Office.

Management reported at Adam Clayton Powell there is city regulated street parking. All parking garage information at Adam Clayton Powell can be found by visiting the website links below.

At the Buffalo Regional Office, OCFS does not have parking for State employees at this location.

PEF requested the procedure regarding the OGS Parking System (form and contact information).

Management shared the following links: <https://parking.ogs.ny.gov/form>
<https://parking-ogs.ny.gov/contact-us>

Old Business:

1. Facility Closures and Concerns

PEF had requested an update on the closure status of Ella McQueen.

Management reported that Ella McQueen closed in January, 2020. Once Ella McQueen shuts down; staff will have time to meet with the youth going back to one of our facilities; which was the Highland Temp Unit that we utilized.

PEF asked if Nassau Detention would be utilized. Management replied it might be used if we can use the space. It depends on how many beds are open.

PEF requested the status of the members that are being transferred from Ella McQueen to other State jobs.

Management reported 36 Staff entered into the system. Two were accepted at Brentwood; working on start dates. Interviews are being done for Maintenance Assistant and Secretary.

Management spoke to staff to review and explain the information correctly. Management lets staff know before they visit; at least a weeks' notice. PEF requested that Management inform them also; let Sharon Robinson know. Action Item

PEF requested an update since the implementation of Raise the Age and how has it affected our PEF members shifts and work locations.

Management responded that it is too early to tell. One facility has opened since October. Renovations are being done and some of the youth were separated.

Reports:

Sub-Committee Reports

Reports from the following sub-committees:

1. **Education:** Tim Bromirski, Janice Miller, Colleen Driscoll, Todd Derkacz and Matt Sikora

PEF is trying to get more people involved. The list needs to be updated.

2. **Counseling:** Dr. David Logvin, Miguelina Williams and John Didziulis

PEF is still reviewing the situation.

3. **Alternative Work Schedule/Telecommuting:** Maria Tedesco, Kathleen Griffin, Diane Hammond, and Colleen Driscoll.

PEF will need to reach out to the team regarding telecommuting until they receive updates from Management.

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

No update.

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

6. **Hazardous Duty Pay:** Bernard Johnson, personnel rep

Review of the classification standards was sent out. PEF stated there are hazards that are not seen. PEF members do the same work as Parole and this was demonstrated to Civil Service. PEF thanked OCFS Personnel for getting the ball rolling. Management suggested PEF to contact Civil Service.

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 reported that the Commission of the Blind is moving from the 1st floor to the 4th floor; out of the 23rd and 24th floors of the Adam Clayton Powell State office Building (ACPSOB).

PEF requested to know when will the renovations start at ACPSOB the 14th floor; if the employees will be relocated and to where.

Management replied there is no time frame at this time and they are working with OGS.

PEF indicated that there are rumors that staff are going to Brooklyn. Management acknowledged that there are rumors going from floor to floor, but staff are not moving. There will be renovations, but Management does not have an agreement yet with OGS for renovations. As soon as this happens, Management will let PEF know.
Action Item

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

Management reported that OGS stated there isn't any room on the 14th floor for a lunchroom. On the 14th floor, they are gaining space; adding 5 tables; a microwave and refrigerator.

PEF requested an update of the status of the Parker Academy closing.

Management stated that the facility is closed. Trainers are at the Training Center; four or five Trainers were transferred.

PEF requested an update on the new Training Facility. Management replied that the last class at Parker was on January 25, 2019. The new Training Center opened January 28, 2019 and is 97,000 square feet. The Training Bureau is still OCFS and not-for-profit will handle some trainings.

PEF asked how many Permanent positions are at the Training Center; and are there Temp positions.

Management distributed copies of the list of employees and their titles. 40 Permanent PEF employees; 18 Temp PEF employees; 1 Provisional PEF employee; which brings a total of 59 PEF Training Staff.

PEF had asked if the temps were going to be permanent. Management replied if the Civil Service test deems so as per the exam. They need to take the exam.

PEF expressed that some staff were interviewed and would be getting the permanent position. Management indicated that the main focus was to let staff know what they were getting into; clear to them this is what it is; and not letting them know they would become permanent.

PEF questioned if an MOU has been established under PEF yet regarding vacation time for the staff.

Management asked why an MOU for this since they work 9:00 – 5:00; not 24/7.

PEF replied that some staff mentioned they already had days off and some individuals did not put in their requests. PEF asked for clarification of the procedures.

Management responded if PEF receives complaints of time being denied; bring it to Management's attention. They are not to be treated differently; it is a 9:00 – 5:00 job.

PEF would like to know when Management will invite PEF for a walk through at the new Training Center.

Management reported a Health & Safety walk through is scheduled for March 19, 2019 at 10:00 am which will include Paige Engelhardt, PEF Health & Safety Trainer. Management is considering hosting the next Labor/Management meeting in June at the Training Center and include a tour. Management will establish a date and check the training calendar and then get back to PEF. Action Item

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 copies of the Open Competitive Exams offered in March and May, 2019. Management noted that the Legal Affairs Specialist title changed to the new title; Fair Hearings Specialist Examiner. Also distributed was the Promotion Exams offered in March, 2019.

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 have not yet met to discuss. There is an IP out there and Theresa Newcomb, GOER suggested Management not to discuss at this time. PEF replied that they will reach out to Theresa. Action Item

PEF members at EMRC would like to know why there are no postings for vacancies for OCFS Daycare; Child Welfare and Child Protective.

Management replied that at Ella McQueen there was a voluntary reassignment posting which was only for Ella McQueen staff. Ella McQueen Staff have 10 days to respond if they are interested in any job posting. The facility cannot fill the position until the 10 days are up. All other positions are picked up from the ARTL.

PEF asked about DJJOY. Management informed PEF that DJJOY has a priority list and looks at each vacancy. Critical positions are filled by determination.

PEF questioned how come EMRC employees are only limited to Juvenile Facilities to transfer into. Management responded that the facility locations are all located in the upstate area.

PEF members from the CMSO Offices are requesting all-wheel drive vehicles due to serious safety concerns: (i.e., vehicles have gotten stuck in the snow, on ice and on icy hills).

Management stated they will need more information regarding this.

PEF shared a few details; Long Island CMSO staff were blindsided by snow. The new satellite office (Clinton St.) a vehicle was stuck. Nassau and Suffolk offices were also affected.

Management informed PEF vehicles cannot be swapped. OGS limits the amount of 4 wheel drive vehicles that the Agency can have. The number of vehicles in the fleet is restricted. OGS allows sedans. When it is time to trade in vehicles; we are restricted on what we are given; based on OGS' determination.

PEF asked if the request is denied, can staff appeal. Management indicated there isn't any appeal process.

PEF members from SCR experience issues when e-mailing contacts in a different agency from within the agency. How can this be rectified? Management responded the member will need to submit a ticket to ITS.

PEF requested information on FMLA and how the agency calculates time for an individual's eligibility; particularly with intermittent.

Management replied that an employee must have worked 1,250 hours during the preceding 12 month period. The same requirement is for Intermittent FMLA.

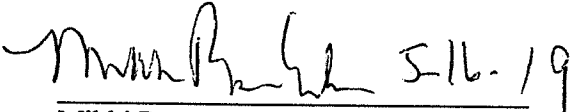
It was announced that today was Jim Barron's last day with OCFS. He is going to State Education.

Mikki Ramos-Ensslin announced she will be retiring in May, and Sharon Robinson will take over as Labor/Management Chair.

Next Meeting Date: Tuesday, June 25th. Management will check to see if the L/M meeting can be held at the new Training Center instead of 52 Washington. Action Item

**Minutes from the March 13, 2019
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