

**PEF Labor/Management Meeting**

**199 Church Street, 6<sup>th</sup> Floor**

**January 17, 2019**

<u>PEF</u>	<u>MANAGEMENT</u>
Charles Browning – Co-Chair	Cliff Meister – Co-Chair
Dan Warren	Karen Anderson
David Dubofsky	Armin Holdorf
Karen Walter (call-in)	Mike Seidenberg
Chris Rampe, PEF recording secretary	
Patty Mason	
Clifvon Jones	
John Babich	
Jeff Hutchinson (observer)	
Kathy Czachorowski	
Bradley Kolb – PEF Field Representative	
Brandi Loveday-Chesley (observer)	

Recently appointed team members were introduced as observers approved by Ms. Seigel for this meeting. Mr. Meister requests notice directly to him regarding potential observers as per bylaws.

- 1.) Minutes – Approval of 11/15/18 minutes. Management is still reviewing minutes, to be emailed to PEF shortly.
- 2.) Next Meeting - PEF proposes April 11, 2019 at 10:00am.
- 3.) Local L/M Meetings: PEF representatives individually reported the status of the local LM meetings for their respective district offices (specifics intentionally omitted from these minutes.)
- 4.) Statewide Staffing Levels/RFP Underwriting -

PEF requests information on the purpose of the shadowing of Underwriters done in NYC by an outside consultant.

A possible previous agreement between Mr. Mullen and Ms. Jones in relation to her being a liaison on UW issues was discussed. Mr. Meister advised that per Steve Bell, as part of our goal to continuously improve our operations and to ensure we can fulfill our mission, consultants were reviewing our underwriting processes to better understand how we operate.

Ms. Jones states that staff feels like their jobs may be automated out of existence. Ms. Czachorowski asks that when recommendations are given by the consultant, they be shared with NYSIF staff. Mr. Meister notes that line staff is intimately involved in policies and procedures (I.E. Lean projects). Ms. Anderson notes that ideas for LEAN projects can come from anyone. Mr. Meister notes that the agency is not considering layoffs. Ms. Czachorowski notes that we are down 100 members and that vendors/consultants are doing work typically carried out by NYSIF employees. Mr. Browning states that an additional fear is that certain offices are shrinking while other ones are growing and members are concerned that offices are going to be phased out. Mr. Dubofsky states that in his office, only the staff that was shadowed was notified and that feeds into the rumor mill. PEF proposes that we be involved when employees are shadowed. Mr. Meister agrees in principle.

PEF requests information on the purpose of new RFP dated 1/10/19 for Insurance Consultant Services. Mr. Meister states that the purpose of the RFP is clearly stated in the body of the RFP and has no more to add.

PEF is concerned with SIF's long-term plan regarding outsourcing, and requests that SIF be transparent with necessity and utilization.

#### 5.) Telecommuting –

PEF requests status of SIF's review of DOL's telecommuting policy and pilot evaluation report.

Ms. Czachorowski distributed the telecommuting policies from DMV, OITS, DOT, OASAS, OSC, and Tax and Finance. Mr. Seidenberg states that Ms. Carroll has been reviewing applications and guidelines re: telecommuting and there are 6 other areas which will be reviewed. The additional agency telecommuting policies will be emailed to Mr. Meister and Ms. Carroll by Ms. Czachorowski.

#### 6.) Personnel –

PEF requests information re: SIF personnel contacts for LATS, Reasonable Accommodations, and Time & Attendance.


Management reported:

Reasonable Accommodations: Carrell Clarke-Europe is the line person, Isaac Okafor is the Supervisor.  
LATS and Time & attendance: Supervisor is Damaris Torres. Linda Yahm is the line person on LATS.  
Leave/FMLA is Diane Green. Damaris Torres is also in charge of medical documentation (cancer screening, return to work, etc.)

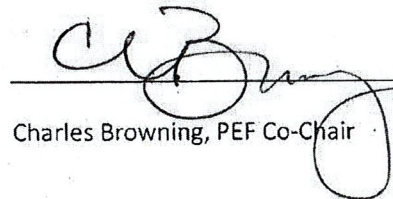
7.) Dissemination of Information –

PEF requests that agreements and solutions arising out of SWLM be disseminated to all Business Managers and their offices in a bulk email within one week of the SWLM meetings.

Mr. Meister asked if there was a specific issue that led to this agenda item. Zero tolerance for penalties was the issue held up as an example. Ms. Czachorowski asks that SWLM minutes be posted electronically on SIF intranet. There are two separate issues: Minutes on SWLM versus agreements arrived at by SWLM. Posting SWLM minutes would simply prevent miscommunications. Prior minutes over the last 3 years on this topic indicate that "zero tolerance" does not mean automatic counseling. Ms. Walter suggests that when agreements are reached, supervisory manuals be updated. Question as to whether every department has a supervisory manual. There is also a manager's toolkit on the intranet. Discussion of supervisory training via Management 101. Ms. Anderson states that in 1301, all CSR2's had a training. There are annual trainings that all employees take, and supervisors have specific training as well. Management will look at how the agreements are disseminated to the various business offices.

 4/18/19

Cliff Meister, NYSIF Co-Chair

 04/18/19

Charles Browning, PEF Co-Chair