

MEETING MINUTES

OTDA PEF Labor Management Meeting

Date: July 30, 2020

Location: OTDA, 40 North Pearl Street, 3rd Floor Conference Room, Albany, NY

Time: 9:00 a.m. – 12:00 p.m.

Introductions

Agenda Items

1. Agenda Item – DDD Telecommuting

New Business Old Business

Description: What is the status for allowing DDD employees to telecommute?

Please provide a time frame for granting employees this opportunity.

Response:

Management is dedicated to developing a long-term solution for ACPS telecommuting capability. Barring SSA initiatives and mandates that require development efforts, we are focusing on end of calendar year 2021 to have full telecommuting capability. In the interim, Management is working on a temporary solution involving laptops, and we expect to test a pilot proof of concept to determine functionality for all program areas at the end of August/beginning of September. The target area for laptop delivery is Manhattan.

Action Item:

Management will provide monthly updates to program managers regarding telecommuting. Lisa Renee assured Labor that the program managers would disseminate the information to all their employees. *

*Management will inform employees to refer to the all employee bi-weekly ACPS software release email that will now include a dedicated section entitled: Telecommuting Progress.

FINAL

2. Agenda Item – DDD Caseload and Assignments

New Business Old Business

Description: During the COVID-19 pandemic, some DDD employees were given extra cases to handle during the "telecommuting" stage, when employees remained working while others telecommuted without work assignments.

How will the extra caseload impact an individual's performance evaluation?

Labor is requesting that the extra cases not have an impact on an individual's work performance.

Response:

There will be no negative impact on an employee's evaluation that is directly associated with COVID-19 case assignment. Program managers have been told that all unsatisfactory performance evaluations will be reviewed directly by Lisa Renee Keegan.

Action Item:

3. Agenda Item – Disability Analyst 2 Reclassification

New Business Old Business

Description: What is the current status of the Civil Service Reallocation of all DDD DA2 positions?

Response:

The Civil Service Commission Appeal Hearing was held on July 14, 2020. The Commission is now deliberating and will provide written documentation within 30 to 60 days. Once the decision is received by Human Resources (HR), HR will provide the decision to the Labor Chair. *

*On September 1, 2020, the Civil Service Commission upheld OTDA's appeal and agreed that Disability Analysts 2 shall remain at the grade 20.

Action Item:

4. Agenda Item – DA2 AMRO & DA3 Medical Relations Officer Positions in Endicott

New Business Old Business

Description: Please provide a status report for the posting and/or hiring of these two needed positions.

Response:

It is management's intention to back fill all promotional items at all DDD sites once the hiring freeze is lifted, pending continued authority from SSA and operational needs. While waivers have been applied for, they are all currently on hold.

Action Item:

FREEZE

5. Agenda Item – Notice to All Employees Regarding COVID-19 Issues

New Business Old Business

Description: Labor is requesting that management inform all employees of the employment location and date of known positive COVID-19 cases.

Labor is also requesting management provide advance notice to all employees prior to returning to work directives.

Response:

Human Resources (HR) currently sends out notices to all employees at a location of any positive COVID-19 cases when it is brought to management's attention. HR will continue to email employees affected and will copy the Statewide Health and Safety Chair.

Management will continue to provide reasonably notices whenever possible for employees.

COVID-19 Employee Information link – <https://otda.ny.gov/employee-info/>

Action Item:

HR will add language to the COVID-19 positive case emails regarding HR directly reaching out to contacts identified by the COVID-19 positive employee. "Known contacts will be contacted". Also, timeframe for contact will be reasonable for assurance.

6. Agenda Item – DDD Backlog of Cases

New Business Old Business

Description: PEF requests Management approve grade 23 DA3's overtime to assist in reducing the number of backlogged cases in DDD.

Response:

Management pursued this option for G23 Disability Analysts 3. At this time, non-OT eligible staff are not permitted to work OT, unless the work is directly related to COVID-19, not work resulting from the residual impacts of COVID-19. *

*OTDA received approval for Grade 23's to volunteer for Overtime at the Grade 20 pay rate on August 31, 2020. Grade 23 Overtime for DDD began September 1, 2020 and is authorized until the end of FFY20.

Action Item:

7. Agenda Item – Management’s Overall Plan in Handling a Possible “Resurgence” of the COVID-19 Pandemic

New Business Old Business

Description: What is the "resurgence" plan for all DDD Processing Centers?

Will all DDD members get the opportunity to telecommute if a resurgence occurs?

Response:

If a resurgence occurs Management will follow the agency directives as they are released and will make telecommuting available where possible.

Action Item:

CONFIDENTIAL

8. Agenda Item – Employee Diversity Plan

New Business Old Business

Description: Please provide a copy of the plan to Labor.

Response:

The plan is under development with the Civil Service Office of Diversity and Inclusion Management. Management will provide the plan when it becomes available.

Action Item:

CONFIDENTIAL

9. Agenda Item – Listing of PEF Members Who Retired

New Business Old Business

Description: Please provide a list of PEF members who have retired or no longer working for the agency.

Response:

Management provided a list of PEF members who retired beginning January 1, 2020. Management will begin to provide a report to the Labor Chair on a bi-weekly basis. This will include ALL members who leave the unit, not just retirement.

Action Item:

PEF MANA

10. Agenda Item – OTDA Contractors

New Business Old Business

Description: Please provide a list of all OTDA Contractors, including IT employees.

Response:

Management sought clarification on the request and will work to develop a response to Labor. Clarity was provided as it was identified that we were looking into “Long Term” contractors.

Action Item:

Management will provide a response.

FINANCIAL

11. Agenda Item – COVID-19 Reopening Plans

New Business Old Business

Description: Please provide a day and time for Labor members to participate in a walk-through of employment locations.

Members want to make sure that their respective work locations are safe before they return to work. If a walk-through was not conducted prior to members returning to work, when can Labor work with Management to conduct a walk-through now?

Response:

Labor withdrew this agenda item.

Action Item:

CONFIDENTIAL

12. Agenda Item – Travel to States Listed on Governor Cuomo’s “Quarantine” List

New Business Old Business

Description: What is Management's treatment plan of individuals who traveled to states listed on Governor Cuomo's "quarantine" list?

Please provide a copy of Management's adopted policy addressing this issue.

Response:

Notice was provided to all employees on July 20, 2020.

Action Item:

FINANCIAL

Informational Items/ Accomplishments

PEF raised the issue of Intermittent Leave under Family First Coronavirus Response Act (FFCRA). Management will research this issue. *

*Management provided Labor with information that the Department of Civil Service's Attendance and Leave Unit has determined that intermittent leave can only be used in one-week blocks, not for individual days.

Date of the next meeting to be determined: Six dates were suggested by Management, Labor agreed to get back to them with the best date. Labor will advise Management of the next LM meeting. *

*The next PEF Statewide Labor Management meeting will be held on October 28, 2020 at 40 North Pearl Street, Albany, in the 3rd floor large conference room.

Next Meeting/Date & Place

Proposed dates for the next OTDA PEF Labor/Management Meeting are:

- October 27, 2020
- October 28, 2020
- October 29, 2020
- November 10, 2020
- November 11, 2020
- November 12, 2020

The following individuals were present at the OTDA PEF Labor/Management Meeting held on July 30, 2020, at OTDA, 40 North Pearl Street, Albany, NY:

Labor:

Carl Anderson – telephone
Pam August
Christopher Banach - telephone
Sharon DeSilva
Richard Fletcher
Danielle Freeman
Ellen Fuller
Germaine Greco - telephone
James Hoinski – telephone
Meghan Keegan – telephone
Martin Robinson
Maddie Shannon Roberts – telephone
Ryan Stoliker
Deborah Walton

Management:

Linda Glassman - telephone
Barbara Guinn
Michael Hein
Wallis Howe-Rosenzweig - telephone
Lisa Renee Keegan
Mark Longtoe - telephone
John Nieckarz III
Eric Schwenzfeier
Jill Shadick