

OTDA PEF Labor Management Meeting

Date: November 6, 2025

Location: PEF HQ 1168-70 Troy Schenectady Road, Latham, NY 12110

Time: 9:30 a.m. – 12:00 p.m.

Introductions:

The meeting was brought to session by Labor Management Chair, Pam August at 9:30AM. The floor was handed to Commissioner, Barbara Guinn for a brief update on the Federal Government Shutdown and its impact on OTDA. Commissioner Guinn expressed their gratitude and pride in OTDA and ITS employees working tirelessly in support of New York States most vulnerable population.

Agenda Items

1. Agenda Item – OTDA Federally Funded Items

☒ New Business ☐ Old Business

Description: The Office of the State Comptroller (OSC) released a report stating that as of March 31, 2025, at OTDA, 47.1% (or 912 of 1,937) Full-time equivalent (FTE) positions were funded with Federal resources. Labor requests Management to provide that data broken down by bureau.

Response: Housing and Refugee Services: 16 Items

Child Support Services: 41 Items

Disability Determinations: 824 Items

2. **Agenda Item – Increased Administrative Costs to Supplemental Nutrition Assistance Program (SNAP)**

☒ New Business ☐ Old Business

Description: GIS 25DC055, released on August 7, 2025, states that effective October 1, 2026, the State/local share of SNAP Administration cost will increase from 50% to 75%. What is Management doing to mitigate the impact of this cost increase and what increases will be requested in the next State fiscal budget as a result of this?

When/if the cost changes to the State, will the workloads change as well?

Response: The reduction in Federal Reimbursement in SNAP is not expected to have any impact on OTDA.

3. Agenda Item – Exit Surveys

☐ New Business ☒ Old Business

Description: At the April 23, 2025, Labor Management meeting, Labor stated they would follow up on exit surveys. Management stated at that time they received a returned survey from approximately 33% of employees upon separation. Management indicated they would share any noteworthy survey responses with PEF.

Labor is especially concerned with Office of Administrative Hearings (OAH) survey responses, as there appears to be a disproportionate number of resignations from OAH in the past year.

Labor asks what trends were identified and what policy changes were made based on feedback from the surveys?

Based on this data, what steps is OAH taking to address the inequitable number of resignations?

Response: No trends have been identified when reviewing survey results. Since the implementation of sending out surveys back in February 2025, 35 responses have been received out of 91 separations.

- OAH had 25 separations, and a return rate of 28%

While the number of resignations in OAH appears to be high, the number of staff OAH has onboarded is greater than other program areas within OTDA. It is important to note there were also retirees who temporarily returned to OAH to address staffing needs within the Agency. Upon separating, they are reflected as resignations which may be misleading when analyzing separation reports.

Action Item: Labor to follow-up with Management on additional resignation data.

4. Agenda Item – Post-Interview Feedback

☐ New Business ☒ Old Business

Description: Previously Labor had discussed the importance of constructive feedback, following promotional interviews, so that candidates can identify areas of improvement. This would help candidates be more viable when promotional opportunities present themselves again.

Recent examples indicate that feedback being given is generic, non-constructive, and does not promote opportunities for growth. Labor asks that post-interview feedback once again be emphasized for its importance for employee growth.

Response: Management will reiterate the importance of providing personalized feedback when requested.

PEF Response: Labor encourages post-interview feedback on both sides.

5. Agenda Item – Employee of the Month

☐ New Business ☒ Old Business

Description: At the August 19, 2025, Labor Management meeting, Management stated they would review the language posted on the intranet and develop an all-staff notice of the program. As of October 27, 2025, when this agenda was submitted, there has been no email to all staff. Please provide an update on this item.

Response: An OTDA announcement was sent out on November 6, 2025, which provided clearer language on the process to submit a nomination.

6. **Agenda Item – The NYS Hiring for Emergency Limited Placement Statewide (HELPS) Program**

☐ New Business ☒ Old Business

Description: The expected end date for the HELPS Program is June 30th, 2026. What is OTDA's plan moving forward for hiring when the HELPS program expires?

Response: The hiring and recruitment process is the purview of Civil Service (CS). CS is still in the process of updating their standards. Anyone interested in learning more can find public information at the following [link](#).

EMERGENCY

7. Agenda Item – Personal Identifiable Information (PII) on All Correspondence and Documents for the Division of Disability Determinations (DDD)

☐ New Business ☒ Old Business

Description: Continuous Statewide Labor Management (SWLM) conversations have been held concerning the change of PII for all correspondence letters. Conversations started early Spring of 2025, then moved to SWLM DDD on July 9, 2025, and lastly at the OTDA Labor Management meeting on August 19, 2025.

Labor surveyed members who provided multiple examples of safety concerns, in regard to PII being provided on documents and correspondence. This was shared with Administration as well as examples of other states that allow for the use of PINs as Identifiable Information.

Prior to October 7, 2025, DDD Labor Management meeting, Management indicated that they would allow for either: First Initial, Last name; or First name, Last Initial.

Labor asserts that PINs remain the best combination of maintaining individual identifying information, Program Operation Manual Systems (POMS) compliance, while also maximizing employee security and anonymity. Considering ongoing, as well as new security concerns, such as the October 24, 2025, incident report, Labor asks for Administration to be proactive in maintaining staff security and safety.

Labor asks for the use of analyst PINs and/or development unit as an identifier on documents and correspondence. This would be similar to the June 2024 SWLM agreement in which PINs were to be used for Claimant Correspondence.

Response: An agency decision has been made that “First Initial, Last name; or First name, Last Initial” must be used.

8. Agenda Item – State/PEF Professional Development Committee and SWLM Training

☐ New Business ☒ Old Business

Description: In accordance with Articles 15, Art 24.6, and side letter dated June 6, 2023, Labor strongly advocates for a joint training with both labor and Management to ensure our meetings run as effective as possible.

During the latest DDD SWLM on October 7, 2025, documentation (Joint LM Training application) was shared with Management as requested. It was agreed to have this item moved to OTDA SWLM. What mutual steps can we take to start this process.

Response: Both sides will continue to evaluate this item and report back.

9. Agenda Item – Mandated Training for DDD

☒ New Business ☐ Old Business

Description: Per Social Security Administration (SSA) directive, DDD issued a stoppage to all non-case processing training at the start of the Federal shutdown. Labor insists that OTDA assures that they will not take any negative action against any employees who are not in compliance with the state training. Should this directive be reversed, will DDD be given a reasonable amount of time to complete the trainings as well as priority to take them (including the in-person trainings)?

Response: OTDA will not take any negative action against any DDD employee who is not in compliance with mandatory training as a result of SSA's directive. Once reversed, DDD will be given a reasonable amount of time to complete trainings.

Update: Subsequent to the meeting, DDD staff can participate in mandatory trainings and were given a deadline of December 31, 2025, to complete.

10. Agenda Item – Artificial Intelligence (A.I.) Legislation

☐ New Business ☒ Old Business

Description: The LOADinG Act (S.7599-A, A.8295-D) and Artificial Intelligence (A.I.) – State Agency Regulation (S.822, A.433) were signed into law by the Governor. Both are important pieces of legislation that regulates the use of A.I. technology and ensures members' job security.

These pieces of legislation ask agencies to report on the disclosures of A.I. use, an A.I. inventory, implementation of human oversight, and asks for impact statements.

Please provide labor with a copy of these submitted statements.

Response: The LOADinG Act and the amendments have different requirements for reporting. OTDA is going to comply with the law and reports will be made public in compliance with the law.

Action Items: Follow up on the reporting timeline as directed through ITS.

Management will provide Labor with information on where those reports will be posted.

Informational Items / Accomplishments

Management and Labor have had positive conversations to improve the incident reporting process.

At the last OTDA Statewide meeting there was conversation regarding employee training on Growth Mindset vs Fixed Mindset. Labor encourages the opportunity for this training as the search for available vendors continues.

Labor and Management would like to recognize and thank OTDA Employee Assistance Program (EAP) members for the work they have done to provide vital information to staff. Keep up the great work!

The 2025 fiscal year for DDD exceeded expectations. The Agency would like to extend their gratitude to staff for their continued efforts.

The following individuals were present at the OTDA PEF Labor/Management Meeting held on Thursday, November 6, 2025

PEF:

Carl Anderson
Pam August
Omotayo Kuku
Matt Nirelli
Joyel Richardson
Scott Staub
Nathan Tucker

Leslie Apacible
Germaine Greco
Peter Maurer
Chelsea Propati
Annie Rutsky
Ryan Stoliker

Management:

Donnovan Beckford
Karen Frankey
Christian Mullin
Eric Schwenzfeier
Jared Tallman
Kenneth Wells-Crannell
Rajni Chawla

Barbara C. Guinn
Jim Ryan
Samuel Spitzberg
Felicia Valle Job

Next Meeting/Date & Place

February 12, 2026 – at OTDA, 40 N. Pearl Street, Albany NY

The following representatives certify the minutes above to be an accurate representation of the PEF OTDA Labor Management Meeting held November 6, 2025.

X



Pamela August
PEF Labor Management Chair, OTDA

11/24/2025

Date

X



James P. Ryan
Director of Human Resources, OTDA

11/24/2025

Date