**SED Statewide Labor Management Meeting Minutes**

**June 22, 2023**

**PEF Management**

Angelina Rodriguez-Billingsley Anne Fiscarelli Erin Morigerato

Mohammed Chowdhury Marsha Brown Elatisha Kirnon

Janice Anderson-Small Brianna Cherrier Ethan Rumsey

Beth Karalak Christine ~~An~~Nunziato Lauren Newell

Sean “Micky” Dobbin Sharon Cates-Williams Cynthia Robinson

Audrey Myers Marshall Savitt William Harris

Carlos Garcia Benjamin Gifford Tom Walters

Rob Davies Nikki Gregory Matt Cyran

Karen Parsons Jenn Gadomski Don Huffman

Kimberly Kain Mike Paonessa Mike Braccini

Danielle Freeman, PEF LM Asst Tammy Thayer Na-Kia Walton

Meghan Keegan, PEF Field Rep James Barron

**Outstanding Agenda Items from December 2022:**

**Telecommuting**: Management to evaluate how telecommuting is being implemented. Management will tell the staff why they cannot telecommute specifically, not just “due to operational need”.

**Management Response:** Each program area determines operational need and where telecommuting would be coordinated within each office, the -parameters are determined per program area. Management will take another look at it again, maybe it’s something they can change.

**Requesting Management to provide us with the average caseload from RSA**.

**Management Response:** Jim Barron will find out if RSA has set number of cases for VRC

**Labor** **Response:** This Topic has been bought up twice, and want Management to look into it.

**Overtime and Flex time:** Will management be sending an email to all staff?

**Management Response:**  An announcement was drafted but it fell by the wayside due to competing priorities. We will work on this. Staff must record their time accurately. For overtime, staff need authorization from management and must record accurate times on LATS. LATS cannot be approved for over 37.5 hours without HRand CFO approvals. If not, staff may receive a counseling memo to correct and prevent unauthorized overtime from occurring.

**Labor Response:** When workloads increase significantly, management needs to have a policy on how it will be handled. If not giving overtime, then it needs to be looked at for a way staff can handle it. If they are not seeing increase hours with 40-50 new cases per counselor, management should be concerned that lower management isn’t telling them something. Management should know that when staff are leaving at great frequency, their caseloads are going to the remaining staff. As those staff need to do the work or lose telecommuting, but don’t get overtime to do it. What is management doing about this? How can we provide good customer service if our caseloads are so high?

**Management:** We have appointed 40 appointments in the last 6 to 7 months, hopefully we are on the right track. We are having trouble recruiting in NYC. We will continue to look at this concern.

**ACTION ITEMS:** Can management give Labor a list of counselors and caseloads, for the last 6 months?

What will management do about caseloads over currently 170?

**Leadership Training through PEF for Management:**

**Management Response:** It’s still on our radar and we’ll be looking into it.

**NEW AGENDA ITEMS:**

***Management (local and higher) are not responding to emails****:*

**Management Response:** It would be helpful to have a comprehensive integration of communications. Have a point person to send, receive and disseminate responses. If local management isn’t responding to the designated person, keep HR in the loop.

**ACTION ITEM:** Labor will develop a list of key point persons for communication, locally and higher.

***Staffing:***  Why does it takes so long to hire new staff? What’s the process?

**Management Response:** There is a standardized process in place, it is difficult to generalize. Background checks, reviews, and approvals are needed. Also, if the first hire declines, then we go to the next one in line and have to do background checks, review, and approvals, all over again.

***CEC Staffing:***  CEC specifically is understaffed, including CSEA titles that put more work and strain on PEF members. Vacancies in top leadership/management positions are an issue as well, and we continue to press for the Director of the NYS Museum position to be filled.

***Retaining Staff***

**Management**: The PEF agreement has a lot of benefits to attract and retain staff from a statewide perspective. We are open to suggestions to retain staff and balance the operational needs for the office

**Labor:** There are 2 major reasons why staff are leaving.

1 - Lack of telecommuting and toxic workplace, so increase telecommuting and/or be more flexible with the telecommuting, also don’t tie compliance up with telecommuting.

2 - Work with supervisors and above on how to create nontoxic work environments.

**ACCES-VR Management** – We are trying to beef up the VRC and support staff, and adding a promotional back fill DOM in the office where the Regional Coordinator is in charge. Looking into onboarding staff and training for supervisors.

**Labor** – Thank you we see OA, and VRCA turning into traineeship. Toxic environment – what can Management do about toxic work environment?

**Management** – We would like a list of all concerns to be forwarded to management so they can investigate it.

**Action Item**: Management provide a list of vacancies by program area; labor provides purpose of the need for the list.

***Labor reps on hiring committees for top M/C positions****.*

**Management Response**: There was an MOU between PEF and SED to have labor representation on all hire levels.

**ACTION ITEM:** Ben will send an email for further discussion.

***Travel card cancellation****.*

**Management Response: ACTION ITEM:** Ben will follow up with fiscal team.

***OHRMRA interaction complaints***

**Management Response:** It’s a mutual conversation and needs mutual respect.

This was addressed at the Statewide Health and Safety Committee Meeting.

***Toxic Work Environment, lack of communication and discrepancy in decision making***

**Management Response**: Sharon Cates-Williams would like specifics on which supervisors are being disrespectful to staff?

**ACTION ITEM:** Angelina will send Sharon the list and reasons why.

**Training for new VRCA & VRC for ACCES-VR programs**

**Management Response:** Training sent out a survey regarding AWARE and what people need. They are mapping out the 1st year of training and development. Training of Supervisors and doing round tables with new VRCs.

**Exit interviews - can Labor have copies of the exit interviews? What is the process of the exit interview?**

**Management Response:** Managers and supervisors are encouraged to distribute the exit interview. The Exit Survey is posted on the HR intranet. We are keeping it confidential and only higher level management is looking at the data. We review each one and take necessary action.

***Legislative Breakdown for SED’s priorities from SED’s Government Affairs Office***

**Management Response:** Pay bill covers filled positions, all currently approved. Not vacancies. We did press for the fee increase.

Attachment: Meeting Minutes from 6/21/23 Emergency Telecommuting Meeting.

**The parties have reviewed the attached written minutes from the above meeting of the SED/PEF Agency Level Labor-Management Committee, and by the signatures affixed below, the minutes are hereby accepted.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Angelina Rodriguez-Billingsley Date Ben Gifford Date**

**PEF L/M Chair Management Chair**