

LABOR MANAGEMENT MEETING

12/14/04

PEF Headquarters

Attendees:

Management:

David Avenius
John Arena
Mary Margaret Cronin
John DiPalermo
Art Kallner
Bob Morris
Keith Reichelt
Gloria Toal

PEF

Rosemary Albano
Kathy D'Armino
Richard Fletcher
Marion Fox
Germaine Greco
Diane Hart
Joe Kost
Roseanne Lewit
Mike Saxby
Steven Schwartz
Jane Schwarz

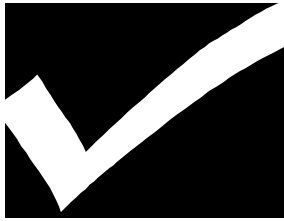
BHR

Donna Faresta

----- Agenda Topics -----

Caseload Projections Statewide
Lease in Jamaica/Queens
Overtime Policy
Aedib Rollout for NYS
CQA
Headsets for PCs

Other Information



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Type of meeting:

Attendees:

----- **Agenda Topics** -----

Caseload Projections Statewide –

Discussion: *PEF would like an update on the NYS caseload and out of state cases*

Management presented the following projected workload: NY cases 218,000; NJ workload 25,000 with total receipts at 243,000. (NY Initial 158,000; NY CDR 44,500)

PEF and Management agree that to meet operational needs, analysts hires will be needed in the immediate future.

Conclusions:

Action items: _____ Person responsible: _____ Deadline: _____

Lease in Jamaica/Queens

Discussion: *PEF would like an update on the lease*

Management indicated there is no update but stated that the staff numbers in Jamaica from January 2001 reflect a reduction in staff. PEF wants the record to state that they support staying in Jamaica as space for new hires is available.

Conclusions:

Action items: _____ Person responsible: _____ Deadline: _____

Overtime Policy

Discussion: ***What are the hours each analyst gets at each PC?***

PEF indicated that OT hours vary from PC to PC. In addition it was reported that clerical staff were performing weekday OT, which was not available for analyst. Clerical OT was to handle unforeseen backlog. PEF questioned if DA3s and DA4s could receive OT by working as a G-20 DA2. Management indicated they would explore the issue. PEF requested that Sunday OT be available and ½ day OT be available on Saturdays. Management responded that after canvassing interest, there was limited interest in Sunday OT. With regard to ½ day Saturdays OT, Management indicated that full day OT is the most productive.

PEF also requested that Medical consultants be afforded the same consideration.

Conclusions: Management indicated that PEF send their OT concerns and suggestions to the Director of Operations, Gloria Toal. Management will produce an OT guideline for all PCs.

Action items:

Person responsible:

Deadline:

Aedib Rollout for NYS

Discussion: ***PEF would like an updated time frame***

Management indicated that there is an impasse between SSA and NYSDDD in the introduction of Aedib. During 2005 Aedib may be introduced only on an experimental basis in Albany.

It was reported that flat screen monitors are expected to be delivered to analyst, CE Certification staff and unit supervisors in Buffalo on December 21st. Limited numbers of flat screen monitors will be arriving at other PCs in the future.

Conclusions:

Action items:

Person responsible:

Deadline:

CQA

Discussion: ***PEF would like an update on the case selection process.***

Management indicated that cases are randomly selected by technical reviewers under the QA managers supervision in each PC. The current selection intervals are 1 in 20 for initials, 1 in 50 for recons (not all PCs do recons), and 1 in 100 for CDRs.

Conclusions:

Action items:

Person responsible:

Deadline:

Headsets for PCs

Discussion: ***PEF would like headsets that are compatible with the use of a microphone and computer***

Management indicated that high quality headsets were distributed to analyst who use dragon software. With regard to wired telephone headsets, after a successful pilot in Albany, management indicated that they will be available for analysts in all PCs with a target date of April 1.

Conclusions:

Action items:

Person responsible:

Deadline:

Other Information

Minutes approved with Management agreeing to remove CSEA and substituting other negotiating units in topic CDR OT Policy.

PEF objected to not having the RA's at this Labor Management Meeting.

PEF announced the New Chair for future meetings will be Kathy D'Arminio.

In Manhattan, the PEF representative indicated that there is no emergency restroom lighting at the PC. Management will evaluate the situation.

PEF indicated concern with quality numbers being included in the analyst performance evaluations. PEF is concerned that although a work group has been established to evaluate the situation and make recommendations, analyst will receive evaluations with quality numbers prior to work group action.

It was agreed that a hard copy of the minutes will be provided at the meeting.