

# PEF LABOR/MANAGEMENT Meeting Agenda

## ISSUE:

PEF requests the status of leases and renovations. Please confirm length of leases.

**New Business:**

**Number:**

**Old Business: X**

**Number: 1**

## INITIATED BY:

PEF	X	Management		
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## RESPONSE:

BMS reviewed up-to-date construction and lease information. Move and renovation information is on the BMS web site. Therefore, only changes to this information will be brought up at upcoming meetings.

## RESOLUTION/DECISION/NEXT ACTION:

## MINUTES REVIEWED BY:

PEF		Management		
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# PEF LABOR/MANAGEMENT Meeting Agenda

## ISSUE:

PEF requests the status of purchasing headsets for DDD employees.

**New Business:**

**Number:**

**Old Business: X**

**Number: 2**

## INITIATED BY:

PEF	X	Management		
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## RESPONSE:

Headsets are on order. Expected delivery is within 4-6 weeks.

## RESOLUTION/DECISION/NEXT ACTION:

## MINUTES REVIEWED BY:

PEF		Management		
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# PEF LABOR/MANAGEMENT Meeting Agenda

## ISSUE:

PEF requests that Management provide information on the flexibility in the attendance policy for overtime ineligible staff working overtime.

**New Business:**

**Number:**

**Old Business: X**

**Number: 3**

## INITIATED BY:

PEF	X	Management		
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## RESPONSE:

Agency has decided to use our discretion in this regard. Over-time ineligible employees in DDD may receive an alternate day off if they worked extra hours on Saturday. Similar arrangements may be offered in other divisions. Supervisory approval is always required for this arrangement. The automated time card system has been adjusted to accept these types of arrangements.

## RESOLUTION/DECISION/NEXT ACTION:

## MINUTES REVIEWED BY:

PEF		Management		
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# PEF LABOR/MANAGEMENT Meeting Agenda

## ISSUE:

PEF requests information on upcoming examinations. Is OTDA planning any promotional or open competitive exams over the next year? PEF requests that OTDA implement promotional tests for the positions of Hearing Officer and Supervising Hearing Officer. ♦Is OTDA planning to change minimum qualifications/promotion fields from those used in the last examinations? ♦If so, what changes and what is the rationale? ♦Is OTDA planning to change the test content of any of these examinations? ♦If so, what changes and what is the rationale? ♦Will OTDA request extension of any lists due to the suspension of the Promotion Battery Exam? ♦PEF requests Management to provide information on expiring lists.

Management will explain the examination development process.

**New Business:**

**Number:**

**Old Business: X**

**Number: 4**

## INITIATED BY:

PEF	X	Management		
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## RESPONSE:

BHR provided a list of all eligible lists maintained by the agency. The exam process is a confidential process. The agency's exam request will be sent to Civil Service next week. The request for exams to be placed on the Civil Services exam planning schedule includes Supervising and Principal Hearing Officer. BHR can not discuss test content at any time. Management extends eligible lists where appropriate.

## RESOLUTION/DECISION/NEXT ACTION:

## MINUTES REVIEWED BY:

PEF		Management		
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# PEF LABOR/MANAGEMENT Meeting Agenda

## ISSUE:

PEF requests information on the policy for assigning our Welfare to Work members who work in county offices if their office is closed for an emergency, or for a planned holiday (such as the Friday after Thanksgiving). Members believe they have to charge their accruals. PEF would like OTDA to explain their policy or process for assigning staff to alternate work locations for these members so they do not have to use their accruals. Management will explain the alternate work site policy and other provisions for this group of employees.

**New Business: X**

**Number: 1**

**Old Business:**

**Number:**

## INITIATED BY:

PEF	X	Management		
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## RESPONSE:

In natural disasters, out stationed staff first have to abide by what civil authorities tell them to do. Accruals need to be charged. Management then requests from the Civil Service Commission an exception to the Civil Service attendance rules. If the Civil Service Commission approves that request, accruals are restored. Management will continue to support this practice in the future. For scheduled office closures, staff are offered alternate work sites. CEES would like to clarify that Jobs Program staff have never been required to charge accruals against their will.

## RESOLUTION/DECISION/NEXT ACTION:

## MINUTES REVIEWED BY:

PEF		Management		
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# PEF LABOR/MANAGEMENT Meeting Agenda

## ISSUE:

PEF requests that Management provide the status of the career ladder project for the Welfare to Work staff, including promotion opportunities for the Jobs Program Specialists transferred in to OTDA from the Department of Labor. PEF believes the duties for the Jobs Program Specialists have changed since joining OTDA; PEF would like to request a grade increase. PEF is prepared to provide current functions that have changed.

**New Business: X**

**Number: 2**

**Old Business:**

**Number:**

## INITIATED BY:

PEF	X	Management		
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## RESPONSE:

The career ladder for Jobs Program Specialist has been expanded to include a traineeship and transfer opportunities were developed in and among the TA Specialist, the Workforce Specialist and Jobs Program Specialist. Management has reviewed the Jobs Program Specialist and believes overall that it is properly allocated. Labor requests review of OTDA titles eligible to transfer into the Jobs Program Specialist title. Management agrees to do so.

## RESOLUTION/DECISION/NEXT ACTION:

## MINUTES REVIEWED BY:

PEF		Management		
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# PEF LABOR/MANAGEMENT Meeting Agenda

## ISSUE:

PEF request that OTDA look at hiring higher level security guards (with the ability to arrest/remove) OR participate in the NYPD Paid Detail Unit (PDU) where a New York police officer can be hired to patrol the facility at \$240/day. Even though OTDA has provided additional security guards, metal detectors, panic buttons and video monitoring at 14 Boerum Place, members still face disruptive, violent and abusive appellants. There have been many instances when violent and abusive appellants exhibited dangerous behaviors where the security guards (who are not authorized to arrest or remove) stand around waiting for police to arrive, or for the appellant to decide to leave. The inability of the present security guards to remove violent and abusive appellants, as well as the crowding in the waiting rooms creates a very real threat that a riot or some collaborative-appellant action may ensue. PEF is prepared to document the instances of violence at Boerum Place.

**New Business: X**

**Number: 3**

**Old Business:**

**Number:**

## INITIATED BY:

PEF	X	Management		
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## RESPONSE:

Management shares Labor's concerns. The OGS Guard contract does not allow for armed guards. Management is looking into Peace Officers. Labor is not asking for armed guards but would like guards or officers who have the ability to arrest and remove disruptive or violent individuals. Peace Officer statutes will have to be reviewed by our legal staff. Management will look into NYPD Paid Detail Unit and will update labor at next meeting.

## RESOLUTION/DECISION/NEXT ACTION:

## MINUTES REVIEWED BY:

PEF		Management		
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# PEF LABOR/MANAGEMENT Meeting Agenda

## ISSUE:

PEF requests that OTDA provide an analysis of the agency's recruitment efforts for Hearing Officers and Supervising Hearing Officers.

- A. Are there difficulties recruiting for the above title(s)?
- B. Age of eligibility list?
- C. When will it expire?
- D. What are the number of vacancies and turnover rate?
- E. What are salaries offered for similar positions by other employers?

**New Business: X**

**Number: 4**

**Old Business:**

**Number:**

## INITIATED BY:

PEF	X	Management	
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## RESPONSE:

We have not had difficulties finding candidates. There is no age limitation for the Legal Specialties eligible list. Management will provide further details on vacancies, turnover rates and salary information for similar positions in two weeks.

## RESOLUTION/DECISION/NEXT ACTION:

## MINUTES REVIEWED BY:

PEF		Management	
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# PEF LABOR/MANAGEMENT Meeting Agenda

## ISSUE:

Hearing Officers at Fair Hearings would like to have their titles reclassified (from Hearing Officer to Administrative Law Judge) and upgraded. Does the Agency support the reclassification and upgrading of its Hearing Officers? If so, how can PEF assist in this process?

**New Business: X**

**Number: 5**

**Old Business:**

**Number:**

## INITIATED BY:

PEF	X	Management	
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## RESPONSE:

Management is currently working on developing justification to change the title of Hearing Officer to Administrative Law Judge. This request is subject to Civil Service approval. Management needs time to review Labor's proposal for upgrading these titles. Management will have an answer by the next meeting.

## RESOLUTION/DECISION/NEXT ACTION:

## MINUTES REVIEWED BY:

PEF		Management	
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# PEF LABOR/MANAGEMENT Meeting Agenda

## ISSUE:

### Informational Item:

Labor would like to thank BMS, John Paolucci, Gloria Heydary, Grace Early, Eric Schwenzfeier and Keith Reichelt for agreeing to meet with Labor, John Bergener, Dayle Gruder, Steven Schwartz, Maddie Shannon-Roberts & Susan Radosh to safety concerns in the capital district on Friday, 9/28/07 and agreeing to setup a safety committee. The following have agreed to serve on this committee: Dayle Gruder, Gloria Heydary.

Management will provide an update on actions since that September 28 meeting.

**New Business: X**

**Number: 6**

**Old Business:**

**Number:**

## INITIATED BY:

PEF	X	Management		
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## RESPONSE:

Security updates – Management has sent a letter to State Police requesting an update on what they are doing to secure the walkways and garages in the downtown area. A letter was sent to Gary Johnson in GOER to provide guidance on these safety issues. Management updated the committee on the accomplishments of the joint Labor/Management safety committee's first meeting. Formal minutes of the meeting will be published shortly.

## RESOLUTION/DECISION/NEXT ACTION:

## MINUTES REVIEWED BY:

PEF		Management		
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# PEF LABOR/MANAGEMENT Meeting Agenda

Management would like to encourage labor to contact us with building and security issues as soon as possible.

**New Business: X**

**Number: 7**

**Old Business:**

**Number:**

## INITIATED BY:

PEF		Management	X
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## RESPONSE:

Management encourages Labor to notify Lee Ryan, Director of BHR, of building issues/problems when they first arise. Management prefers to be notified immediately to resolve the problem as quickly as possible.

## RESOLUTION/DECISION/NEXT ACTION:

## MINUTES REVIEWED BY:

PEF		Management	
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### OTDA Lease Information

CITY	PROGRAMS	STAFF	DESCRIPTION	SCHEDULED
Jamaica	Audit & Quality Improvement Gertz Plaza 92-31 Union Hall Blvd	27	New 10 yr lease. A&QI staff will be in temporary space until final space has been renovated	Continuing through Fall 2008
Menands	Audit & Quality Improvement Riverview Center	84	Construction of new training room, wall modifications, carpet replacement and repainting, in conjunction with the new 10yr lease	Fall/Winter 2007
Endicott	Disability Determinations; Employment & Economic Supports	345	OGS is negotiating a 10yr lease for the existing space. The current lease has been extended.	Ongoing through Spring 2008
Buffalo	Disability Determinations 295 Main St Ellicott Square	135	Lease Renewal process underway. We have asked to renew at the current location. Current lease expires 9/30/2008	Ongoing through Fall 2008

10/23/2007

### OTDA Lease Information

CITY	PROGRAMS	STAFF	DESCRIPTION	SCHEDULED
Albany	1 Commerce Plaza 99 Washington Ave	310	10 yr lease	OAH Expires 3/31/2013 DDD Expires 5/31/2011
Albany	67 North Pearl St	297	10 yr lease	Expires 5/31/2013
Albany	40 North Pearl St	553	OGS Building	N/A
Brooklyn	14 Boerum Place	158	10yr lease	Expires 5/31/2010
Hempstead	50 Clinton St	11	10 yr lease	Expires 12/31/2014
Manhattan	22 Cortlandt St	453	10 yr lease	Expires 6/30/2010

10/23/2007

### OTDA Lease Information

CITY	PROGRAMS	STAFF	DESCRIPTION	SCHEDULED
Manhattan	317 Lenox Ave	168	15 yr lease	Expires 1/31/2019
Manhattan	330 W. 34 <sup>th</sup> St	25	NYC HRA Facility	N/A
Menands	93 Broadway	32	10 yr lease	Expires 10/31/2017
Rochester	259 Monroe Ave	11	5 yr lease	Expires 10/31/2010
Syracuse	E. Washington St (Hughes SOB)	10	OGS Building	N/A

10/23/2007

The following individuals were present at the PEF Labor/Management meeting on October 24 at 1 Commerce Plaza.

Wayne Barnard	Labor
Jodi Cumbo	Labor
Sharon DeSilva	Labor
Richard Fletcher	Labor
Marion Fox	Labor
Rosanne Lewitt	Labor
Wendy Phillips	Labor
Ed Ray	Labor
Karen Roberts	Labor
Steven Schwartz	Labor
Olubiyi Sehindemi	Labor
Maddie Shannon-Roberts	Labor
John Arena	Management
Beth Berlin	Management
Stephanie Boshart	Management
Scott Cade	Management
Grace Early	Management
Donna Faresta	Management
Susan Faulkner	Management
Commissioner Hansell	Management
Rick McElroy	Management
Mike Normile	Management
John Paolucci	Management
Keith Reichelt	Management
Larry Ritter	Management
Lee Ryan	Management
Eric Schwenzfeier	Management
Russell Sykes	Management
Gloria Toal	Management
Connie Ziter	Management