

PEF LABOR MANAGEMENT MEETING MINUTES
DATE: 10/12/2004

ATTENDEES: Management: Mark Diefendorf, Mayda McInnis, Mary Ann Rodriguez
Labor: Dr. Apacible, Nick Cataldo, Scott Wood, Kathy D'Arminio, Richard Fletcher
PEF Labor/Management Meeting Minutes

Date: October 12, 2004

Issue: Minutes of July 20, 2004 were approved

PEF Labor/Management Meeting Minutes

Date: October 12, 2004

Issue: Performance Evaluations

New Business:

Old Business: A Statewide Management/Labor committee has been established to address the DA2 and Medical Consultant standards. A meeting is scheduled in November, 2004.

Information: Names of Committee members to be announced.

Initiated by: Labor x Management

Issue:

Response:

Resolution/Decision/Next Action:

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Issue: Staffing

New Business: Hiring plans for DA2's and information regarding a temp in Systems.

Old Business:

Information:

Initiated by: Labor x Management

Issue:

Response: There is no update on DA2 hiring. This is a Statewide issue. PEF strongly supports the hiring of additional DA2's.

Systems has hired a temp as part of a Statewide effort to provide adequate support pending approval to hire full time staff. This is also a Statewide issue. PEF supports the hiring of permanent, full-time PEF staff.

Resolution/Decision/Next Action:

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Issue: Case Free Days

New Business: PEF is requesting the policy for case free days issued 10/10/03 by Gloria Toal shall be implemented as written.

Old Business:

Information:

Initiated by: Labor x Management

Issue:

Response: The policy is being implemented as Central Office intended per conversation with Gloria Toal.

Resolution/Decision/Next Action: PEF will discuss with Gloria Toal

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Issue: First Responder Team

New Business: PEF is concerned that the fastest available method to alert first responders is not being utilized.

Old Business:

Information:

Initiated by: Labor x Management

Issue:

Response: Management believes that the current method of handling emergency situations provides for the fastest contact with first responders. As part of discussions with Health and Safety Committee, the first responder list has been updated to include their work schedule by floor and module. We are also looking to place a sign above the desk of each of the first responders to create visual aid for contacting them. The most important step in handling the emergency situation is to contact 911 first, alert the first responders, and to then contact Management.

Resolution/Decision/Next Action: Management will look into possibility of providing beepers for each of the first responders.

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Issue: Building Health and Safety

New Business: PEF is advocating for building-wide health and safety committee and is requesting Management support.

Old Business:

Information:

Initiated by: Labor x Management

Issue:

Response: Management is supportive of the renewal of a building-wide health and safety committee.

Resolution/Decision/Next Action: PEF will update Management with progress.

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Issue: PEF Lunch and Learn

New Business: PEF requested use of training space in building.

Old Business:

Information:

Initiated by: Labor x Management

Issue:

Response: Management agrees to provide training room space for these Lunch and Learn sessions.

Resolution/Decision/Next Action:

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Issue: Reassigning Cases

New Business: PEF asks if there is a policy in place for reassigning cases when analysts are off for an extended period of time.

Old Business:

Information:

Initiated by: Labor x Management

Issue:

Response: There is a policy that management generally handles on a case by case basis. If an employee is going to be out more than 3 weeks, we look to reassign their work load. Our first choice is to reassign within the module. If that is not possible, we will look to reassign on a regional or cross-regional basis.

Resolution/Decision/Next Action: PEF will follow up with ARA's on a case by case basis.

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Issue: NEXT MEETING

New Business: Next Statewide meeting is December 14, 2004

Old Business:

Information:

Initiated by: Labor Management

Issue:

Response:

Resolution/Decision/Next Action: Next PEF L/M meeting December 21, 2004 at 10:30 a.m.