

# PEF LABOR/MANAGEMENT Meeting Agenda

## ISSUE:

*Management will provide an update on moves, relocations, and leases, including an update on Gertz lease.*

To be discussed by Mary Meister

**New Business:**

**Number:**

**Old Business: X**

**Number: 1**

## INITIATED BY:

PEF	X	Management		
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## RESPONSE:

Deputy Commissioner Meister provided a listing of upcoming moves and renovations for 3 locations in Albany, 1 location in Buffalo, Rochester and Jamaica.

In regard to the Jamaica lease, Deputy Commissioner Avenius indicated that SSA had informed that there will be no more new hires. This should be a factor in any decision that is made regarding location of staff.

PEF indicated that they wish to have a presence in Queens and hope that the Deputy Commissioner will pursue analyst hires.

When questioned by PEF, Deputy Commissioner Avenius indicated that the SSA prohibition on new hires was based upon budgetary concerns and a disproportionate staffing pattern which results in statistics that reflect lower production figures.

PEF stated that there were issues with the measures used by SSA which created a false impression of lower production.

Deputy Commissioner Avenius stated that there were approximately 125 vacant work stations in Manhattan. PEF indicated that at the present time, Jamaica approximates 170 including support staff.

Deputy Commissioner Meister indicated that A&QC staff will remain at the Gertz building and will keep them informed.

## RESOLUTION/DECISION/NEXT ACTION:

**MINUTES REVIEWED BY: All Present**

PEF		Management		
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## ISSUE:

# PEF LABOR/MANAGEMENT Meeting Agenda

*Departure from work due to facility and ergonomic issues and the use of accruals vs. excused absence.*

To be discussed by Terry Baxter

**New Business: X**

**Number: 1**

**Old Business:**

**Number:**

### INITIATED BY:

PEF	X	Management		
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### RESPONSE:

Mr. Baxter indicated that this item is likely a result of a water shut off at 40 North Pearl Street. While OCFS employees were allowed to vacate the building without charge to credit, OTDA staff were required to charge leave accruals. This situation was rectified by excusing time taken off by OTDA employees. In the future, OGS will inform BMS as to the nature and extent of the problem. Based upon that information, BHR in coordination with OCFS and OFT, will contact GOER to get a determination as to whether or not employees will be excused without charge to accruals. Should an employee leave prior to a GOER decision and the time is later excused, the employee will be responsible to charge only that time which is not excused by GOER.

PEF suggested that the infrastructure of buildings housing OTDA employees be evaluated by OGS to correct any deficiencies. Management indicated discussions will be held with OGS.

The APPM presents guidelines to deal with excused time.

Management indicated any information regarding building situations will be communicated to employees as quickly as possible.

### RESOLUTION/DECISION/NEXT ACTION:

### MINUTES REVIEWED BY: All Present

PEF		Management		
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# PEF LABOR/MANAGEMENT Meeting Agenda

## ISSUE:

*PEF would like an update on promotional examinations in OTDA.*

To be discussed by Gilda Hernandez

**New Business: X**

**Number: 2**

**Old Business:**

**Number:**

## INITIATED BY:

**PEF**

**Management**

## RESPONSE:

Mr. Baxter supplied participants with a listing of Civil Service examinations for OTDA staff.

The Commissioner stated that promotional opportunities are available for OTDA staff. OTDA employees are provided with an opportunity to advance in their state careers.

The Commissioner will discuss individual succession plans with his Deputy Commissioners and will report his findings.

## RESOLUTION/DECISION/NEXT ACTION:

## MINUTES REVIEWED BY: All Present

**PEF**

**Management**

## ISSUE:

# PEF LABOR/MANAGEMENT Meeting Agenda

*The elimination of Social Security Numbers and other personal identifying information on OTDA forms.*

To be discussed by Terry Baxter

**New Business: X**

**Number: 3**

**Old Business:**

**Number:**

## INITIATED BY:

PEF	X	Management		
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## RESPONSE:

PEF stated that forms requesting social security numbers could be replaced by utilizing other key identifiers. PEF indicated the use of employee ID or a portion of the social security number might be substituted for social security number. It was further indicated that overtime forms and evaluations contain employee's social security numbers.

Mr. Baxter stated the forms using social security numbers are being narrowed to only those forms which will be forwarded to OSC and Civil Service.

The Commissioner requested that Mr. Baxter provide a listing of the forms which will require a social security number.

PEF raised another issue concerning employee security and the sharing of employee names with the public and clients.

The Commissioner is also concerned regarding the security concerns and will discuss this issue with his Deputy Commissioners and report findings at the next meeting.

## RESOLUTION/DECISION/NEXT ACTION:

## MINUTES REVIEWED BY: All Present

PEF		Management		
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## ISSUE:

# PEF LABOR/MANAGEMENT Meeting Agenda

*Management will provide an overview of the Executive Budget.*

To be discussed by Mike Normile

**New Business: X**

**Number: 4**

**Old Business:**

**Number:**

### INITIATED BY:

PEF		Management	X
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### RESPONSE:

Mr. Normile provided a summary of OTDA executive budget activities indicating that funding is available and various programs are moving forward.

A primary subject of discussion was the transfer of staff from DOL and its impact on the agency.

### RESOLUTION/DECISION/NEXT ACTION:

### MINUTES REVIEWED BY: All Present

PEF		Management	
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## **Item of Discussion**

PEF requested that employees, who file incident reports to BMS related to zero tolerance policy, receive an acknowledgement from management that they have received the complaint.

## **Resolution**

Management indicated that employees filing zero tolerance complaints will receive notice that the complaint was received.

## Office of Temporary & Disability Assistance Upcoming Moves & Renovations

CITY	PROGRAMS	# Staff	DESCRIPTION	SCHEDULED
Albany	PSQI/Training and Management Analysis (TAMA) and Technology and Office Automation (TOA); Division of Temporary Assistance (DTA); Building Lunch Room 40 North Pearl Street	15	Move Lunch room (cafeteria) to 10 C Provide secure room for DTA's IEVS project; Relocate TAMA from 10 <sup>th</sup> floor to 12 <sup>th</sup> floor; Relocate TOA staff to current lunch room (cafeteria) space	In progress, estimated completion is March
Albany	Office of Budget, Finance and Data Management (OBFDM) 40 North Pearl Street	82	Renovate floor and install Modular Furniture	Spring 2005
Albany	Division of Disability Determinations Program Integrity Unit Computer Room One Commerce Plaza	8	Relocate Program Integrity Unit	Spring 2005
Buffalo	Administrative Hearings 125 Main Street	9	Staff to be Relocated due to Building Sale Probable location will be to 295 Main Street	Fall 2005 Tentative Date
Rochester	Administrative Hearings & Audit & Quality Control 259 Monroe Avenue	6	New Lease Same Building A&QC Relocating to 1 <sup>st</sup> Floor	In progress
Jamaica	Division of Disability Determinations & Audit & Quality Control Gertz Plaza 92-31 Union Hall Blvd.	205	Staff working with OGS to define space requirements	October 2005