

DOT Region 6 ~ PEF Division 175
Labor/Management Meeting
Wed., Sept. 12, 2012 at 10:30 p.m. in Library Conf. Room

Present: Renee Robinson Brenda Fay Pauline Burnes
 Chris Giles Kathy Button Keith Brewster
 Brian Kelly Tim Timbrook Andy Williams
 Andrew Puleo

Absent: Jeremy Wildrick-Cole Lisa S. Quarles

 **Next meeting: Wednesday, 12/12/12, 10:30 – 12:00 PM, Library Conference Room** 

Minutes:

Minutes from the June 6, 2012 meeting were reviewed and accepted.

Old Action Items Status:

PEF Membership Meeting – PEF and Management both agreed that a winter meeting would be more receptive. The next meeting is being tentatively planned for January 2013 with a similar format as the prior meeting. Subcommittee members thus far are: Brenda Fay, Andrew Puleo and Keith Brewster (others will step in where needed). Possible presentations: Lisa Quarles and Group Directors.

Task Force – Brown Bag Lunch Sessions – Last session was also low in attendance (6). Pauline will be stepping down as chair of the brown bag lunch sessions as of April 20, 2013. She was thanked by all present for her job well done. Andrew stated that at the next PEF meeting lunch will be served and he will then solicit employees for presentation suggestions for the sessions. Possible CEU credit certification sessions were also discussed.

Health and Safety – Quarterly meeting was held in August. The group continues to work smoothly. 1) Kathy discussed the ergonomic grant stating the signatures were obtained and grant was submitted. Kathy was thanked for her efforts in writing the grant. 2) The St. James Health Fair will be held October 19, 2012 from 9-2:30 at the Hornell YMCA. 3) Approval to show the Run/Hide/Fight Workplace Shooting video is in Albany.

ICS Deployment of PEF Members and Travel Credit Card Memo – No comments were received about the R6 Emergency Response Sign-Up Sheet. Seniority/Overtime eligible roster is needed to identify interests and/or deployment. Decided this would be addressed in the next ICS Command Staff meeting. **Credit Cards** – There is still a hold (waiting Albany direction) on obtaining travel credit cards and access to Expense Anywhere accounts. The all staff memo is on hold until a better understanding of the issue is determined.

Morale – PEF continues to reiterate morale and explained same in that "...the promotion of a satisfied work force..." is one of the three primary & contractual tenets of these meetings. Labor and Management decided the new name (replacing Morale) would be Quality of Work Life. It was discussed that the frustration with "Acting" titles, staffing issues, etc. creates low Quality of Work Life. Phil Eng continues to work on staffing issues. Labor and Management decided to drop this topic from the agenda, unless it notes a worthy discussion.

HIPPA – PEF reiterated to Management (to inform all supervisors) the importance of an individual's privacy/confidentiality regarding medical circumstances. Renee will send the bulletin titled MEDICAL CERTIFICATIONS; PROCEDURES, FORMS & DISPOSITION, B-12-G153, issued 9/6/12 to all staff. (Sent 9/12/12 @ 3:14 pm.)

Grievance Avoidance – Management thanked PEF for their continued efforts on this issue. PEF and Management will continue to work on defusing situations before filing grievances.

New Action Items:

Cross Craft Work – PEF made Management aware that issues are arising regarding cross craft work. PEF is checking that the right employees are doing the correct work. Issues: 1) Are CSEA employees doing PEF work –Secretaries and Calculation Clerk 2s in the field? PEF and Management discussed the work duties the CSEA employees are performing in the field. Neither saw an issue as long as they were performing secretarial/clerical duties. 2) HMS II residency staff completing VPP contract inspections. Tim went into detail on the methods of the OGS contracts (purchase orders). The OGS contract work is inspected by CSEA inspectors; however, at times PEF members are asked to assist with inspections. Andrew cited that regardless of funding sources, OGS vs. NYSDOT contracts, PEF is asking Management to try and keep work within specific units (i.e., PEF/CSEA).

Chain of Command – PEF realizes that each situation is different and when is it appropriate to go to the next level remains unclear. Double standard issues have arisen.

Counseling Memo Tone – Counseling memos should convey the work related problem and a positive approach to correct the problem. Counseling memos are not disciplines. Management stated that all Regional supervisors need to be advised of the proper language, etc. of a counseling memo. GOER has written guidance for supervisors on counseling. Administration has booklets available that may be given out at each group director’s staff meetings. Administration is available to review draft counseling memos before they are issued.

Impacts to staffing due to Design/Build – Brian stated that the Design/Build State Legislation has a three year sunset if it is not renewed.

PEF Social Leave – The next social leave is on a Friday (10/12/12?). PEF is asking Management to consider allowing individuals that work a compressed workweek and have Friday as their pass day to let them change it in order to attend the social leave. Decided to wait for the actual date to be announced and then make a decision.

Meeting Adjourned: 11:45 AM

Next Meeting: See Above

Action Items assigned:

Action to be taken	Issue or Decision Related?	Person Responsible	Target Date To Complete
Revise Operating Agreement	Committee Members	Chris Giles	On-going

Natalie Rawleigh-Welch

PEF Labor/Management Secretary

9/12/12

We have reviewed the minutes from the September 12, 2012 meeting and we concur that they are an accurate account of the meeting.



Andrew Puleo, PEF Division 175 Co-Chair

10/2/12

Date



Chris Giles, NYSDOT Region 6 Management Chair

10/2/12

Date