

New York State Public Employees Federation-Division 175
New York State Department of Transportation-Region 6
Labor Management Meeting Agenda



Topic: Labor Management Meeting

Date: Thursday, October 12, 2017

Time: 10:30 – 12:00 PM

Location: 2nd Floor Conference Room- Hornell State Office Building

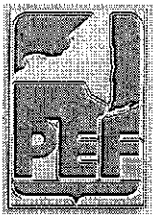
Present:	Matt Aldrich Kathy Button Charlie Chick Ellen Coyne John Eddy Chris Giles Bonnie Henry Ed Johnston	Jim Kimple Brian Kelly Jessica LeBarron Patti McNulty Karen Patterson Renee Robinson Jim Rusak
Absent:	Ron Dabolt Andrew Puleo	

Agenda	
Topic	Time Allocated
Minutes:	
Acceptance of minutes from June 7, 2017 meeting done real-time at that meeting. At conclusion of this meeting, minutes will be reviewed and accepted.	
Action Item Status	
Old Items:	
➤ Hirings/Promotions/OOT – Kelly/Robinson Brian indicated the Region continues to request and receive waivers. There's been some slow down in the processing for unrestricted waivers. In general, we've continued to get most of what we ask for, don't anticipate any change to that. Renee-back to January 2016. To date 41 restricted waivers, 36 unrestricted waivers filled, plus 2 exempt ET positions, promotions, new hires and exemptions. Renee described the process for exemptions. Brian indicated we are making an	

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increasing number of provisional appointments these days. He has asked Renee to create a summary of the details to be attached to these minutes. (See attached)

- CS1 and CS2 – Exam scheduled, Provisional appointments posted – PEF
Karen P. asked if CS2 rumors being scrapped are true. Brian has not heard anything official.
- Non-essential employees – PEF/Group Directors
 - Did each group develop a notification plan?
Real Estate did, Construction in process, Planning has a phone tree established, Renee handed out cards with phone numbers and distributed via Regional. All email distribution list, Operations and Design are working on it.
 - E-mail with 800# to call for SOB closures sent – thanks John E. asked if the 800# could be re-sent since S&I season is coming up.
- First Aid kits in the Regional Office – Chick
Discussion occurred about various options. Kits are located just outside common areas on all three floors of 107 Broadway.
- Labor/Management training status update – McNulty
 - October 12, 2017, Pre-meeting, PEF-only assessment Met with Jim Kimple.
 - October 12, 2017, Post-meeting, Management only Will meet with Jim K. after meeting.
 - November 1st & 2nd, 2017, 2-day GOER-sponsored L/M training for all Committee members in basement training room, 8:30 am to 3:30 pm each day.
- LATS Update – Robinson
Nothing to report.
- Plug-in Prius Hybrids – Kelly/Dabolt
 - Prius Hybrid update on docking stations
In a prior PEF L/M meeting, we asked about installing charging stations at 107 Broadway. PEF was not interested. Currently investigating installation across the street. Looking at increasing up to 25% of pool fleet.



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- Interest to Switch survey – PEF/Management
Brian indicated we will put the survey out again this year. Last year's survey did not result in many positive responses. Brian will work with John on this year's survey.
- Internship program improvement suggestions – PEF
 - Instead of rotating and shadowing for 10 weeks, assign to a group, train and give actual work to do.
Intention of the program is to bring people to the agency as future permanent employees. John asked if this is going to be repeated next year. Karen asked about the possibility of creation of a sub-committee to develop content and structure for next year. John volunteered to serve for PEF, Matt will serve for Management. A target date of March 1, 2018 has been set.
 - Pay is higher than many TCIs and lower technicians.
Ed made note of this.
- State Office Building meeting – time to form a subcommittee – PEF: Charlie, Karen; MC: Patti and Renee have volunteered to serve. Karen asked for surveys from last year's meeting. Patti will get them to her. Charlie will schedule a start-up meeting.
- Posting for RES1 Trainee position taken down one day before new list came out – PEF
 - Coordination with Civil Service recommended – PEF/Robinson
A member brought this to the attention of Karen. Could we, as a Region, look at this to accommodate overlap? Renee provided information about Civil Service Law, that would not make this request possible. Brian added that his direction to Group Directors is to fill current waivers.
- PE1 in Residencies? – PEF/Robinson
Karen mentioned that we are getting two different directions for ARE positions in Residencies. Brian has not received anything official. Jim has a PE1 title to fill. His plan is to fill this position in Coopers, due to difficulties around Keuka Lake. MO Operations has been trying to address lack of ARE titles. Nothing official received from Civil Service.

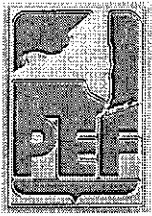
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➤ **Employee Recognition Awards? - PEF**

The most recent award on the PEF side was our 2 Construction employees, Kristine Herr and Doug Hammond, with regard to work they've done in addressing landslides on 54A. Karen asked if there's a better way to share Kudo's discussed at this meeting. Jim stated on CSEA side, discussion of awarding sweatshirts has been discussed. Kathy mentioned the PEF service awards given at the SOB meeting. Matt reminded the group of a prior discussion about letters being sent with copy in PHJ's. Patti and John will go back over the last year's minutes and create acknowledgement of Kudo's discussed to be published in the next Regional Newsletter.

➤ **Propose new form to facilitate gathering agenda items for L/M meetings – McNulty**

Patti has been provided with a form that may help to better capture agenda items for future meetings (attached to these minutes). This has been used by CSEA, and it seems to be working well. Patti would like feedback on potential use by this committee. Jim R. explained his vision is that Labor would give forms to John, Management to Patti, then they would determine if items submitted are appropriate for Agenda. Karen stated PEF members are going to need to do more soliciting of their members. Patti stated the form could be modified to PEF if this committee agrees to use the form. Jim K. stated the use of this form on the CSEA side has been beneficial. He endorses use of the form on the PEF side. All agreed that the form will be distributed to solicit agenda items for the next PEF/LM meeting.



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New Items:

➤ **Sharing Successes/Kudos:**

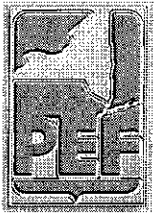
- **Flu Clinic on 9/20/17 – PEF**
Just had 4th Annual Clinic. Flows smoothly. Kathy stated close to 40 took advantage. Watkins Glen has taken control of their own. Friendship and Howard clinics are coming up. Will be continued next year. Thanks to Kathy Button for coordinating.
- **Extra ½ Day Social Leave – PEF**
John stated this went well, close to 80 participated.
- **Recruitment – Robinson**
MO has hired Heather Childs. We are coordinating with Alfred State and AU on recruitment activities. Table drapes for activities have been provided, along with professionally printed hand-outs and "goodies." Polo shirts are also being provided for a professional look at recruitment activities. Patti asked if it's possible to use the table drapes for other purposes, i.e., surplus property auctions, SOB meetings, etc. Renee said they are available. Contact Todd in Construction.
- **REEP Awards for emergency work on SR 54A – Kelly**
4 Landslides, one rock fall on 54A – Doug and Kristine.
- **Survey: emergencies, FOIL, routine public requests.**
Great work and responsiveness – Kelly
Survey folks have been dragged into these emergencies. FOIL requests have increased.
- **I-86 East Corning: recognition of ongoing night work; benefits to public & impact to staff – Kelly**
Been effective, relatively painless for residents and travelers.
Local Program: largest ever Local Program underway. Approximately \$74 million local project funding currently on the books. Administration by Planning & support by Design/OROW critical. Most complicated of these is the Hhsds SR 13 Connector Local Project with direct Design (Mike Griffin) involvement. – Kelly/Grabosky
- **Andrew George for volunteering to assist & doing an outstanding job helping Operations inspect VPPs – Grabosky**

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<p>On short notice, Andrew stepped up and did a fantastic job. Very thorough and attentive. Not just routine, but bringing our attention to problems. Karen appreciates his efforts.</p> <ul style="list-style-type: none">• Joe Flint, Kathy Button & Chris Rauber for preparing the BRNY IPPs in a very short timeframe – Grabosky These total approximately \$20 million in grants awarded.• Dawn Sutfin for getting the agreements prepared & processed efficiently – Grabosky• Joe Flint and Todd Stauring for doing a great job with BRNY – Grabosky• Colin Brennan, Jared Zigenfus, Sue Dailey, Jen Payne, Michelle Norton, & Dominic Gallicchio for doing an efficient and exemplary job in clearing the ROW (in one case 2 months early) for 4 significant Local Projects this past year. – McNulty <p>Patti described the extensive support and participation of OROW for Federally aided local projects.</p>	
Information Share:	
<p>➤ Round Table:</p> <p>Chris – Kudos to John and PEF for giving Steve Hall a retirement gift.</p> <p>Ellen – Constitutional Convention signs are available. Karen mentioned she and Andrew have signs.</p> <p>Matt – Leonard Ladage reached 50 years of service in June.</p> <p>Jim K. – passing around sheets for record of those in attendance. Thanks to Jim for the real-time minutes, and the agenda item submission form.</p> <p>Minutes have been accepted by the group.</p>	

With there being no further business, the meeting was adjourned at 11:45 am.

Respectfully submitted,
Annette M. Burdett
Secretary II



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We have reviewed the minutes from the October 12, 2017 PEF Labor/Management meeting and we concur that they are an accurate account of the meeting.

A handwritten signature in cursive script, appearing to read 'John Eddy', is written over a horizontal line.

John Eddy, PEF Division 175 Co-Chair

10/17/2017

Date

A handwritten signature in cursive script, appearing to read 'Patricia E. McNulty', is written over a horizontal line.

Patricia McNulty, NYSDOT Region 6 Management Co-Chair

10/17/2017

Date

PROVISIONAL APPOINTMENTS

- Non-Permanent Appointments
- Do not serve a Probationary Period
- All Provisional Appointments are reviewed by MO Personnel and submitted to Civil Service
- No formal offer can be made until appointment is approved
- No Appointments (effective date) can be made prior to Civil Service approval
- MO Personnel notifies Programs and/or Regions of determination
- Candidates must sign up for the next O/C exam
- If an O/C exam has been announced, a Provisional Appointment request will not be considered if the candidate has not applied for the exam prior to the application deadline.
- Permanent competitive class employee appointed provisional to a position within the same department or agency will be given a leave of absence (hold) for the duration of the provisional appointment.
- Upon establishment of a viable eligible list provisional appointee must have passed and be immediately reachable on list to be permanently appointed or –
 - If passed, but not immediately reachable, the list will be ordered and canvassed
 - After the list is canvassed and appointee is still not reachable, appointee will be removed from that position and returned to hold item, if available, or terminated.
 - No other candidates may fill that appointment – waiver is done, a new waiver will need to be requested to fill
- A Provisional appointment must be terminated within 60 days following the establishment of an appropriate list per Civil Service.

**Region 6 Labor-Management Committee
Proposed Agenda Item Submission Form**

Problem/Issue/Suggestion Statement: Describe the issue or suggestion. Be as specific as possible including what is happening, whom it effects, why it is an issue, and how addressing the issue or following the suggestion with benefit the Department and its employees.

--

Describe attempts to resolve problem/issue (include names, titles, timeframes, etc.).

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What is the change that is desired? (i.e., what is happening that you want stopped, or what would you like to happen that is not and why).

--

Briefly describe options for addressing this issue or implementing the suggestion. (Be creative!)
Option 1:

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Option 2:

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Submitted by:	Title:
Work site:	Work site phone:
Representing (✓ one)	<input type="checkbox"/> PEF <input type="checkbox"/> Management
Date Submitted:	