

USW Labor/Management Agenda

January 22, 2025

PEF Headquarters

ATTENDEES:

Todd Kerner	Patricia Richardson
John Svare	Bob Beckwith
Katie Vorwald	Niki Grabo
Stephanie Ide	Blair Burroughs
Lyndsy Celestino	Kate Stickle
Joe Cocci	
Joel Briggs	

STANDARD UPDATES:

1. Meeting Minutes
 - a. B.Beckwith reviewed and signed
 - b. Will have T.Kerner sign and S.Ide will send a FINAL copy to USW
2. Staffing Report
 - a. Office Assistant / Float – update? S.Ide is scheduling phone interviews. We did interviews but didn't find the right candidate, so we had to repost.
 - b. MBP – Maria Nicolella was promoted; is her position being back-filled?
YES
 - i. Is there a plan to keep all three? Yes, that is our understanding
 - c. Financial Executive – MBP is working with a Third-Party Vendor to fill that position
 - d. Danielle Blue has been filling in for the Civil Service Office Assistant. Is there a plan to hire a part-time Office Assistant? NO
 - i. During the legislative session, Danielle is booked up with work. Correct, and Civil Service is also involved in assisting the legislative department during this time.

- e. NYC Regional Director is on leave – Deb Egel is filling in. Is she the Interim Director and contracting with us? That is still under discussion but if it's outside the normal hours, we may utilize her services.
 - i. Is she going to take over as Regional Director? No, Ricardo is anticipated back after his medical leave.

3. Joint Committee on Health Benefits

- a. Met on August 27th
- b. Next meeting date is planned for February 12th
- c. Healthcare plan seems to be working well (from what Bob / USW has heard)
- d. T.Kerner – HRA associated with Medical Plan –
 - i. There are some issues with employees substantiating their expenses (verification based on a certain amount and/or product). If it's not substantiated, the plan/IRS considers that taxable income to the employee OR they can pay the expense back if they don't want it taxed.

4. Staff Training/New Field Rep Training

- a. K.Vorwald – Eric and Katie met with the LEARN Institute from Rutgers University.
 - i. Looking for a 2-day program onsite at Rutgers (Arbitration Training) by Spring 2025
- b. Joe Cocci / MIS has been looking to offer an Excel Training to staff
 - i. In-person at HQ and virtual with an instructor
 - ii. Would like to offer other Microsoft Office trainings based on the Excel feedback.

OLD BUSINESS:

5. Access to Headquarters Offices - Follow-up

- a. Has been on there for a while; promotes morale; seems disrespectful to staff
- b. T.Kerner – it's not disrespectful. Employees at HQ can't walk into NYC office (for example). Nonetheless, given our discussions we will be giving Field Reps/H&S/Organizing Coordinators access to HQ from 9-5 p.m.

- c. Once they go LIVE, if someone comes into the office and the card doesn't work, the employee may need to see MIS to activate their card at HQ.
- 6. Location/participation in USW Grievance Process and Interrogations – Follow-up
 - a. Last meeting – USW was given a DRAFT. USW reviewed and had some changes. Revisions were made and USW and PEF signed.
- 7. NYC Congestion Pricing – update/discussion
 - a. If employees in NYC need to get reimbursed go through CONCUR.
 - b. If employees are commuting into NYC, that is taxable, so that would fall under a different code in CONCUR. If for a worksite visit then use non-commute code in Concur.
 - c. Management is working on an MOA and will send to USW in the next couple weeks.

NEW BUSINESS

- 8. Current COVID Practices – Discussion
 - a. When someone comes to HR, if they tested positive – what is the process?
 - i. We would ask for a positive test, review the dates that they need to remain home (5-days), they can work from home, if they are not well enough – they can use the COVID code, after 5-days they should return and mask for another 5-days.
 - b. Are we informing another employee that an employee had COVID? NO, we are not contact tracing.
 - c. **ACTION ITEM: USW doesn't want supervisors mentioning employees by name that they have COVID. We will review with Geraldine.**
- 9. Morale Events – Discussion
 - a. XMAS party – USW received good feedback.
 - b. Would like to have bigger events like this again
 - c. **ACTION ITEM: Can we create a committee to plan events / come up with ideas? MC and USW will pick two to three people to join the committee.**
- 10. Building Cleaning – Update
 - a. Joel is great and responsive, but they are still receiving feedback that the bathrooms can be better.
 - i. Any building issue should go to the Admin Assistant in NYC and Buffalo, and Joel at HQ

- ii. Joel needs to know and should receive this information in writing so he can pass along to the appropriate vendor.
- b. We had some ant problems this summer at HQ – can we do any preventative measures? NO, since we don't know where they are coming from.
- c. **ACTION ITEM: We don't treat the outside perimeter of the building? No but Joel will look into this.**

11. Office Procedures (just reissued)

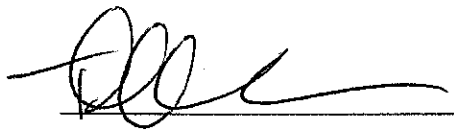
- a. Did you talk to Bradley Kolb (USW President) about this? YES
- b. There were two changes:
 - i. Special Events is back under the Secretary-Treasurer
 - ii. VP's can issue work to staff to get certain tasks accomplished after being assigned projects by the President.
 - 1. The initial task / duties should come from the employees Director, but staff should keep their supervisor in the loop regarding the on-going project.

NEXT MEETINGS:

April 22nd at 1:00 p.m.

July 23rd at 1:00 p.m.

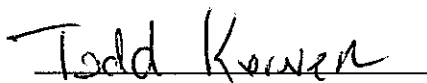
October 29th at 1:00 p.m.



Signature of ~~USW~~ Representative
PEF



Signature of USW Labor/Management Chair



Print Name of PEF Representative



Print Name of ~~PEF~~ Labor/Management Chair
USW