

USW Labor/Management Agenda

January 25, 2024

PEF Headquarters

ATTENDEES:

Todd Kerner	Tara Bentley
Lyndsy Celestino	Ed Bradley
John Svare	Bob Beckwith
Ray Brown	Suzanne Walker
Stephanie Ide	Blair Burroughs
Stephanie McLean-Beathley	
Katie Vorwald	
Joe Cocci	

STANDARD UPDATES:

1. Meeting Minutes
 - a. Have reviewed and will print for signatures.
2. Staffing Report
 - a. Legal – where are we with being fully staffed?
 - i. New associate who started a few weeks ago (A.Cloran)
 - ii. New associate starting on 2/5 (H.Pollock)
 - iii. Then we have 1-more to fill
 - b. NYC Field Reps – where are we with filling items?
 - i. Fully staffed based on member numbers. If numbers go back up, we will hire another Field Rep.
 - ii. USW - is it only based on numbers? There is a lot of training stewards, training new reps, etc. They still believe there is a need for another Rep in NYC

1. There is an Organizer who helps with some of those items.
 - c. Civil Service – N.Richmond
 - i. Planning to fill
 - d. MBP – E.Graff – why is she temporary?
 - i. She is filling in for maternity leave
 - ii. A.Mackey – not filling a 3rd bookkeeper – is there a plan to fill?
Not right now
 - e. Retirees – Nancy Wolff and Dominck Mannino – what is the plan?
 - i. Filling as soon as possible and would like to have an overlap
3. Joint Committee on Health Benefits
 - a. Would like to start up meetings again
 - b. Lyndsy will coordinate with Ed Bradley to set up meetings – end of February or March
4. Staff Training/New Field Rep Training
 - a. Katie – has good things to report
 - b. Cornell training in July 2024 – 2-day intense for Arbitrations
 - c. Looking at the onboarding process for new reps.
 - i. orienting them to departments
 - ii. developing a field rep manual
 - iii. ongoing training for field reps
 - iv. would like to have by the summer 2024 – something in place
 - v. Bob – we should get templates together for letters – more uniform for new employees
 1. Katie – this will go into the manual
 2. Suggestions:
 - a. Making a checklist for new reps to review – better onboarding
 - b. Having new employees come to HQ their first few days – doesn't need to be when they first start – could be down the line
 - c. Have a "buzz" word sheet for new employees

OLD BUSINESS:

5. Member Engagement/Organizing Department – Update
 - a. Undergoing a transition – hiring a Director soon
 - b. Organizers have done a great job getting cards
 - c. Bob – Libby has been great and stepped right in
6. New Employee Orientation-Update
 - a. Been going well – we will update and tweak as necessary
 - b. We are discussing training for certain departments
 - c. New Rep – Rosa – they are needing to walk her through what is PEF and various departments and how do they all fit in
7. Receptionist Back-Up Coverage-Discussion
 - a. Contact MBP or Temp Agency - when is that done?
 - i. When we have asked MBP, sometimes they cannot cover and then we would reach out to Temp Agency – trying to limit the coverage with staff
 - ii. Even with that change – there is still an issue
 - iii. Todd spoke with another union and they changed to being a guard (eliminating the staff person) – phone would be routed to three sets of numbers
 - iv. Action Items:
 1. Staff Training for everyone; should be a list of who takes care of what (binder) – list of who goes where depends on question.
 2. Have Ellen keep tracks of calls and what questions cycle through her desk.
8. Healthcare Questions Update
 - a. no questions
9. Access to Headquarters Offices - Follow -up
 - a. Staff outside of Albany – need access to doors and departments.
 - i. They don't feel welcome and it's a barrier.
 - b. Todd – we had a review with security company (Grey Castle) and security / control access, especially with computers and file access. They recommended this option. We will discuss it further.

10. Midas Access to elected local PEF Stewards/Leaders by Division – Follow-up
 - a. Bob – thought we resolved this; Reps want access to elected members at specific locations.
 - b. Joe Cocci – we did set it up and Joe will send out an email to Field Reps
 - i. If someone leaves it around – it is a breach (name, email, and phone number)
 - c. Will that be available for secretaries?
 - i. We will need to discuss.

NEW BUSINESS

11. COVID Procedures Update
 - a. Information has been sent out. Can you review if someone thinks they have COVID (what triggers COVID leave and work from home)?
 - b. Reviewed scenarios – covid positive, living with someone who tested positive, has symptoms but not positive.
 - c. Communication – ask / talk with Human Resources
12. Location/Participation in USW Grievance Process and Interrogations
 - a. PEF has taken the position that a meeting must be in Albany and the person who has filed needs to be in Albany.
 - b. Todd – that’s not entirely true but at step 2, that is where I am located.
 - c. What about remote? - it has been our practice
 - i. Some staff never leave their county – why couldn’t we do it remotely – real violation unless they drive to Albany especially since the remote options now.
 - ii. Todd – always been in person and in Albany unless it’s negotiated. We can have a discussion about contract grievances at step 2.
 - iii. Bob – sees this as a serious problem and would like to resolve it
 - iv. Not all interrogations have been located in Albany, they have been held elsewhere previously.
 1. USW can think of several that have not been done in Albany .
 2. We are not doing that, they should be all centralized with HR.

13. Poughkeepsie Office Staff Succession Plans and Doorbell Request

- a. Can they have a doorbell/buzzer to let someone in besides physically letting someone in?
- b. How often is this happening? Not sure
- c. **ACTION ITEM: Todd will take a look with Joel.**

14. Driver Training Mandate -Discussion

- a. Can you review the process.
- b. Todd – we just started implementing this policy/process. Employees will need to provide a copy of their driver’s license and driver certificate (which PEF pays for) to HR. Only staff who drive PEF vehicles or may need to drive a PEF vehicle to complete this. Would like to have everyone’s by end of month but will work with staff.
- c. USW - do we still conduct a driving training at PEF?
 - i. Yes, but won’t be held until March 2024
- d. If people are not mandated, would you reimburse them for taking the class?
 - i. Depends on their position.
 - ii. Secretaries? Have been flexible and don’t think it will be an issue.

15. NYC – congestion pricing?

- a. Our people may be affected – we will want to chat.

16. MIS Fishing simulations will start next week (being sent to all staff).

- a. If you click on this, you will be enrolled in a mini class / refresher course.

Next Meeting Dates:

4/17 at 1:30 p.m.

7/24 at 1:30 p.m.

10/23 at 1:30 p.m.

Robert Beckwith

Signature of PEF Representative

Robert Beckwith

Signature of USW Labor/Management Chair

Todd Keiner

Print Name of PEF Representative

TK

Print Name of USW Labor/Management Chair