

## **NYS PEF/OAG SW LM Meeting**

**March 22, 2024**

**Attendees: Timothy Bopp, Shalendra Ramadhin, Tamara Martin, Andrew Clancy, Jenna Moran, Joshua Carr, Michael Marquez, Amanda Moody, Shane LaVallee, Ed Bradley, Danielle Freeman**

### **AGENDA**

#### **Telecommuting Agreement**

ED Bradley asked if management would consider more telecommuting days?

Tamara Martin requested information on plans to share office spaces.

Andrew Clancy wanted further clarity on employment/retention.

**Management Response:** *Jenna Moody advised the telecommuting is a normal part of the agency business there are no changes planned and waiting for final approvals for another year renewal. The plan is to send out notification next week on telecommuting. Management has been consistent with four days a week the Attorney General wants a work environment however the agency is running out of space and now is doing office sharing. (employees not receptive to sharing office space) Management has backfills and are leveraging space and space opportunities within the building/diverse office space across the state to consider renovation. (conference rooms used as shared office space)*

#### **Health & Safety Concerns**

- Incident on March 4, 2024, at 28 Liberty Street
- Notifications during emergencies
- AVERT Training – Active Shooter Training

**Michale Marquez thanked management for their efforts for working proactive. PEF would like to work with management to further safety. Was there any follow up for counseling for employees? Is there a plan with EAP training staff for emergencies? Are you looking to reevaluate the notification process? (multiple alert formats texting, email, computer) Was an assessment provided for PPE? (mailroom)**

**Tamara Martin asked where is the OGS location mail processing? Should there be updated walk throughs at smaller regions? Have you considered armed security for the main level of building twenty-eight?**

**Amanda Moody what is the protocol if an active shooter enters the building?**

**Management Response:** *Joshua Carr provided broad context on safety protocols. Mail is processed OGS e X ray machine and a few times a year we have a powder incident but no exposure incident. (terror gains) The week prior to the event they had a powder incident, meeting with the investigative division on testing. When an incident happens an employee follows protocol, identifies suspicious envelope, investigation arrives (FNDY, NY PD, Albany Hazmat ) Shelter in place. Look, step out and walk away. Material(s) evaluated and most often turns out to be a powder sweetener. Testing and training are ongoing. The individuals will receive medical examination and advice and most times they deny medical treatment. Whether cyber security or package employees most follow all protocols. Management not sure if counseling was provided for the employees. Management commended the HR team for focusing on the protocols. (Suggested EAP) Management is reevaluating the emergency response plan. (define strategy) Management is collaborating with the ITS for updating notification alerts and email strategies. (Having employees provide how they would like to receive alerts) Management will connect with the NY Alerts on the process of sending out alert protocols. (Currently utilizing Everbridge) The health and safety assessment is done for PPE which is currently done for CSEA employees.*

*OGS mail location is located on the Plaza.*

*Management would like more information on Active Shooter training from PEF. The investigation unit has set up a new intelligence unit to deter threats and evaluation of threats. (protest, activity in the building, office impact) There are also trained officers onsite. Cards on the wall list the investigative information for emergencies. Buffalo, Syracuse, and Albany are considered soft targets and reexamination of protocols should include these areas. (front office and egress point) Jenna advised additional infrastructure, panic buttons and upgraded facilities button. The investigative division is having several conversations on security and have not advised the specifics.*

*Action Item: PEF will have further discussion with management on Active Shooter training for the agency.*

*Management has a meeting scheduled for next week and will raise the issue of armed security.*

## **Budget/Staffing**

**- NYS HELP Program & PEF titles**

**-hiring, back fills /vacancies – how many vacancies and PEF positions in each bureau statewide?**

**- Contracting out and temporary positions**

**Ed Bradley how quickly can you transition employee from NYS HELP to permanent position?**

**Tamara Martin requested a list of titles/positions used to fill through the NY HELP?**

**Timothy Bopp wanted to know if PEF can help mitigate information for the \$600 benefit to PEF members?**

**Amanda Moody how long does it take to fill a vacancy?**

**Management Response:** *Andrew Clancy advised the agency is implementing NYS Helps program. (43 PEF titles statewide not all NYS HELPS eligible) NYS Helps designed for an entry way into state government not just entry level. (LA 1, Legal assistant series, meeting the qualification can be considered for a position) If there is a promotional list HR must work that list first before considering NYS HELP. Civil service is holding exams throughout the NYS HELP program but not competitive exams. The only change is NYS Helps permanent but not competitive until after a year of service. Management has been clear with management regarding nepotism, you can advise neighbor or friend for a position but send them to another agency.*

*Management sent out a reminder for the \$600 benefit/degree information yesterday to all employees, if employees need further information the operations department has advised the individual mor information is needed.*

*Jenna advised the agency had to rely on grade 6 and 9, they can apply through the NYS HELPS program and make them permanent. (contracting and temporary)*

*There are many factors for filling vacancies and there is no time limit. (Trying to fill all positions through NYS HELPS before 2025)*

**Action Item:** Management will provide a list of titles/positions to PEF.

PEF request local level meeting and health & safety to address hiring issues. (Tamara will set up the meetings)

### **Bullying and Toxic Work Environments**

**Management Response:** *Jenna Moody if management hears anything they address per the executive order on bullying. (analysis and findings) Management asks PEF to encourage members to advise management. Management is researching management training, evaluation opportunities and teaching management to have a constructive conversation with employees. To report bullying it should be reported to Shane and Cindy in HR.*

**Action Item:** *Can PEF provide examples of bullying. (evidence)*

### **Update on expiration of office leases.**

**Management Response:** *When a lease expires the agency will renew. (Buffalo working on a new lease) If expanding management may look to garner more space before renewing a lease. Management is looking to reorganize the Syracuse office and expand the space. Most of the leases run until the year 2027. Watertown does not have a lease they are currently looking for space.*

*\*Jenna Moody advised the agency has a Domestic Violence liaison Cindy. (resources/referrals) The employee can speak to law enforcement that works with OAG office. (create a safe place for employee)\**