

Meeting Minutes

March 24, 2010

10:00 am – 12:00 pm

Bldg 9, Room 219-B

Type of Meeting: Tax & Finance Health and Safety Labor and Management Committee Meeting

Minutes Recorder: Kathy Nealon

Attendees: CSEA: Jacquelyn Goldsmith, Mike Gifford, Diane Barosi,
Matt Kozak, Margaret Shirk (CSEA, Inc.)
PEF: Todd Kerner, Oji Reed, Steve Nawrocki, Paul Steve
Geraldine Stella (PEF Health & Safety)
DTF: Kathleen Nealon, Tim Ball, Paul Skibinski
OGS: Lou Salerno, Grady Ingram, Paul Wohlberg

Guests: Jay Kimple, Training Consultant and Steve Struzinsky – Info Tech Services

Missing: Matt Kozak

Agenda Item: Introduction & Roles **Presenter:** All
Review Minutes from 01/14/10 Meeting
Review Agenda

Agenda Item: VOIP (Voice Over Internet Protocol) **Presenter:** Steve

Discussion: Steve S. reported that it's the end of the VOIP rollout. IT is working with Verizon to implement the 911 feature in VOIP. Offices have Capnet phones and until that happens, 911 calls should be placed on those phones. Within two weeks the 911 feature will be ready in VOIP. They are securing the software (CYSCO emergency responder). Verizon transmits information to the State Police of where the call is coming from; name, phone number, quadrant, room, cube #.

The Department would like to expand the pilot. VOIP is much cheaper; there are no monthly charges. It will take about three years to recoup the investment. IT has ordered more communication lines to handle the volume.

There is no plan for the district offices for now. It's possible for the future.

Agenda Item: Workplace Violence Prevention and Domestic Violence Prevention Subcommittee Update **Presenter:** Todd & Jackie

Discussion: Todd reported that they are still working on the policy. A meeting is scheduled for March 30, 2010. The training subcommittee consists of Paul Skibinski, Geraldine Stella & Matt Kozak.

Geraldine reported that the training is looking good, they are meeting shortly and expect a rollout by April 16th. Team would be trained first, then direct training follows.

Agenda Item: Business Continuity Update **Presenter:** Paul Skibinski

Discussion: Plans can include (1) an immediate head count for emergency responders; (2) in a disaster – account for who is missing; (3) emergency response system notification process – proactively notifying (NY Alert); (4) post event data collection (call an 800 # to account for yourself and find out where to go).

Action: Paul will work with Don Bolson to put together a plan to present to the committee.

Agenda Item: H&S Network **Presenter:** Paul, Kathy

Discussion: Kathy provided statistics on the district office population. Paul stated that he had better statistics by location. Since some district offices are small, it makes sense to combine committees.

Action: Paul will get the stats for the next meeting.

Agenda item: Small Appliance Policy **Presenter:** Tim Ball/OGS

Discussion: Last week OGS sent out a memo (for the second time) to state campus buildings regarding a new policy for small appliances in the workplace. In the interests of energy conservation and to eliminate fire hazards, small appliances (e.g. – coffee pots at desks, fans, heaters, ranges, ovens hot plates, refrigerators, etc.) will be prohibited in individual workspaces. OGS will be responsible for enforcing. The building task force had previously discussed this and as a result formed a response to OGS, asking that desk fans be excluded due to the high temperatures in campus buildings.

OGS stated that fans will be the last thing they approach; other appliances are more critical. ADA approvals would override the policy, but only for those employees who seek an accommodation and are approved. Heaters that are approved through ADA request must maintain certain requirements such as the item must be UL approved, it must have a tip over feature and it cannot have any exposed elements. This was the practice prior to this policy. Pat Mitchell said she would reach out to William at OGS on the fan issue. An HR News will go out shortly to employees.

Although not on the agenda, OGS stated that there is a new procedure for ceiling tile issues/asbestos. They have staff that is certified as inspectors and they determine the course of action. If evacuation is necessary, employees within 25 ft. in each direction are moved until the issue is resolved. Testing and analysis will be done no matter what. Test results are usually received within 24 hours. OGS is being proactive – looking at facilities after hours to look for issues. OGS gave Geraldine protocol information that she will review.

Agenda item: Smoking – OGS repainting lines

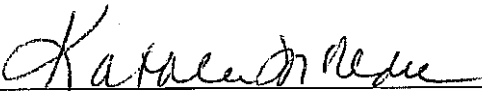
Presenter: Kathy

Discussion: We asked OGS when they would be working on repainting the lines outside of DTF campus buildings. They indicated that they would work with OSB on this issue. Some barriers currently in place may not be in the correct area and they will look at this issue too.

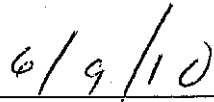
Wrap Up: All

Review action items

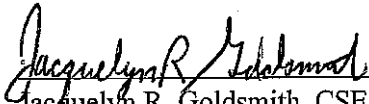
Next meeting: Wednesday, June 23, 2010, Bldg. 9, Conference Room A



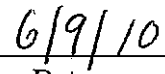
Kathleen M. Nealon, Management C-Chair



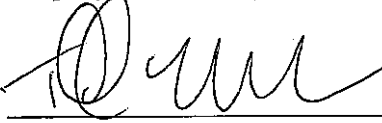
Date



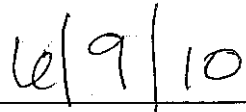
Jacquelyn R. Goldsmith, CSEA Co-Chair



Date



Todd M. Kerner, PEF Co-Chair



Date