

MINUTES OF THE LABOR/MANAGEMENT MEETING OF MARCH 8, 2018

For OATH Management

Amy Slifka
Kelly Corso,
Sharina De Roberts,

For OATH Hearing Officers

Sofia Balile
Laura Fieber
Joan Silverman
Ian Jack Miller

The following matters were discussed raised by the Hearing Officers:

1. Facilities:

There is a problem with the heating system at the Brooklyn office that management is aware of and working on trying to resolve.

2. Time Management/Allocation:

There is a space and hearing officer shortage in the Bronx so active hearing officers are in need of time to write their decisions. Management suggested that the hearing officers specifically ask their managing attorneys for write-up time, which the managing attorneys could grant at their discretion. Management also advised that the Bronx office would be moving to a location near Yankee Stadium, although there was no clear timeline for when that would occur.

3. Decision Writing:

Hearing officers are being asked to include in their decisions for summonses issued by the Department of Buildings the case history of adjournments. Confusion about what that would consist of has arisen in Brooklyn. Management will clarify.

The general counsel has requested that hearing officers use a cover sheet for documents that are moved into evidence.

There were questions about whether hearing officers are being asked to work more efficiently and quickly. It was explained that since no specifics were cited, this appears to be a person-to-person situation (case by case).

The suggested script for CJRA will be changing around 4/1/18 and a copy will be included in the Resource folder.

For DCA Tobacco cases, respondents are to be advised that license revocation is a “potential penalty.”

As a reminder, only Petitioner can move to amend a charge, not the hearing officer or respondent.

4. Staff Meetings:

Staff meetings are supposed to take place on a regular basis. For those hearing officers who cannot attend, management to bring them up-to-date on what was discussed.

5. Training and Resources:

Susan Kassapian is now coordinating training. Hour-long training sessions will be offered to hearing officers. We will survey the hearing officers for the subjects they would like for training.

Hearing officers are OK to access Google Maps/photos, public records, BIS, ACRIS, etc. at a hearing if consented to by the parties present.

It was requested that shortcuts to Law Reference and ISYS appeal be installed on every desktop. There was also discussion about the time consumed by scanning due to the limitations of the desktop scanners. Suggestions were made for a high-speed scanner or the reprogramming of the current scanners to accept a greater number of documents.

6. Appeals:

Ms. Kassapian will also be putting together appeals case digests. Appeals decisions will now display the name of the hearing officer whose decision is the basis for the appeal. A concern about identifying hearing officers had already been raised with the commissioner but without success.

7. Scheduling and Staffing

Hearing officers asked for reasonable and timely notice of their schedules. Management suggested that hearing officers submit their schedule request by the 16th of the month prior so management could distribute it by the 21st.

Hearing officers are hired for a particular borough but could volunteer when needed to go to another borough.

8. Security:

Security is being improved. Cameras will be installed everywhere as well as panic buttons.

9. Email:

The hearing officers are expected to check in email from home. Here is the link:
<https://csmail.nyc.gov>