

UFT ADAPT Labor Management Meeting Notes-- November 28, 2017

Persons in attendance:

For the UFT: Thara Baucicault (Residences Chapter Leader), Elaine Forrest (Day Programs Chapter Leader), Edris Dookie (Flushing Avenue Site Rep), Miriam Lawson (Lake Street Site Rep), Audrey Taitt-Hall (ADAPT UFT Rep), Ilene Weinerman (ADAPT UFT Rep)

For ADAPT Management (partial list): Gary Dreyfuss (HR Director), Isabella Dombrowski (Employee and Labor Relations Manager), Dahlian Porter (VP Residential Services), Jackie Conley (VP Day Services), Matt Parascando (Coordinator of Operations, Residences), Peter Anzalone (Coordinator of Operations, School Programs), Roberta Koenigsberg (Chief Administrative Officer), Genesis Cevallos (HR Assistant).

Below is a summary of the issues discussed. Should you need more information or have questions about any of the information below, please contact our **Chapter Office at 718-722-6958**.

- One person shifts-- There is a staffing minimum in place for each work site based on needs of the individuals served. This minimum is typically different for day vs. night shifts.
- Driving alone-- Staffing depends on needs of individuals who will be transported. As a general rule, staff should not be driving alone. Management asked for specific dates and locations where this is happening, The Union also asked that there be a general reminder at the next management meeting that driving alone is not the practice.
- Senior RPS—Responsibility is to assign and coordinate staff during the shift, not make decisions about who will be working the shift. The residence manager is like a “team coach”, the SRPS is more like a “team captain”.
- Protocol for hospital stays—Role of the staff member at the hospital is to advocate for the individual who is hospitalized. Management team responsible for the hospitalized individual should meet with the direct care staff who will be assigned to the hospital. Direct care staff is not expected to perform all of the same duties as when the individual is at the residence. As a guide, think about what you would do for a family member who is hospitalized, and perform those tasks. Also, when you go on your break, alert the hospital staff before you leave.
- Line of sight vs. one to one—One to one is a higher level of supervision, with one staff scheduled to assist a particular individual. Usually applies to an individual with behavioral issues.
- Ultipro system—There have been many problems reported by staff unable to log in, print pay records, and understand the information on their pay stubs. Management said there will be additional training beginning with the day programs in December.
- Manhattan Children’s Program-- Management agreed to look into difficulties with evacuating the building during fire drills and the protocol for securing documents with confidential employee information at this work site.