



## Governor's Office of Employee Relations

KATHY HOCHUL  
Governor

MICHAEL N. VOLFORTE  
Director

### MEMORANDUM

October 20, 2021

TO: Governor Kathy Hochul

FROM: Michael Volforte *MV*

SUBJECT: GOER: Government Transparency Initiative

The Governor's Office of Employee Relations (GOER) is committed to greater transparency and accountability in New York State Government.

Please see GOER's Government Transparency Initiative Report below which details our commitment to this important initiative.

Thank you.

## **Government Transparency Initiative – GOER Report**

**Making additional information available to the public on your website, or through the use of social and/or other media, while upholding the State's commitment to language access.**

- ✓ GOER will post quarterly reports providing updates on Labor-Management Committee programs on the GOER website.
- ✓ GOER will post its *Report to the Legislature on the Activities and Expenditures of the Labor-Management Committees* on the GOER website.

**Ensuring the timely preparation of legally mandated reporting and identify ways to make useful information available to the public.**

- ✓ GOER has one public report due every three years, and the next report is due June 2022. We are preparing a draft of the *Report to the Legislature on the Activities and Expenditures of the Labor-Management Committees* which will be ready by April 30.

**Ensuring use of the Project Sunlight database in accordance with the Public Integrity Reform Act of 2011.**

- ✓ GOER has a Project Sunlight Policy posted on its intranet site. All GOER policies are reviewed annually by all employees. Staff submit an attestation certifying that they have read the policies.
- ✓ GOER will train applicable staff on how to use the Project Sunlight Database by December 31, 2021.

**Improving response time for all Freedom of Information Law requests, including by tracking monthly backlogs of outstanding requests and new requests, and by proactively posting frequently requested information or completed requests online.**

- ✓ GOER will monitor FOIL requests for commonality so that any frequently requested information may be posted on the GOER website. In addition, monthly reports indicating the status of outstanding and new FOIL requests will be submitted to the Administrative Officer and Executive Deputy Director to allow the Executive team to review outstanding requests and deal with backlogs. These monthly reports will also be used for identifying common requests to aid in the posting of commonly requested information on the GOER site.

**Complying fully with Executive Order 8.95 "Using Technology to Promote Transparency, Improve Government Performance and Enhance Citizen Engagement" regarding Open Data NY.**

- ✓ GOER is in the process of scheduling a meeting with the State Data Officer to re-evaluate to review GOER data and evaluate what data can be posted with Open Data NY.

**Posting documents required for meetings open to the public at the same time the agenda is posted, to the extent practicable.**

- ✓ Not applicable

**Reducing or eliminating the costs associated with providing data or records.**

- ✓ GOER already strives to provide responses in electronic format and will continue to work on ways to eliminate costs to provide records.

**Updating records retention policies, including ensuring the timely transfer of pertinent records to the State Archives.**

- ✓ GOER is in the process of reaching out to State Archives to launch a total review and revision of our records retention policies.

**Increasing participation of agency personnel in community events and town meetings and providing new avenues for public participation in government decision-making.**

- ✓ GOER's focus is terms and conditions of employment for the state workforce. GOER has no public interaction. GOER's focus is participating in events attended by employees.
  - The Work-Life Services (WLS) programs, including the Employee Assistance Program, Network Child Care Centers, and Directions: Pre-retirement, are making additional information available to the public through the recent redesign of the WLS website.
  - WLS is making additional information available to employees via three recently created videos, each one highlighting one of the WLS programs.
  - EAP is making additional information available to NYS managers via its recently created *EAP for Supervisors* video.
  - EAP is making additional information about EAP services and programs available to agencies, facilities, and SUNY campuses by hosting information tables at health and wellness events.

- EAP is increasing outreach to agencies, facilities, and SUNY campuses through in-person training and webinars.
- EAP is increasing participation of its EAP Regional Representatives in agency events through monthly on-site visits.
- The Directions: Pre-retirement program is making additional information available to agencies by conducting pre-retirement webinars in addition to in-person pre-retirement seminars to serve more employees.
- The Network Child Care Centers' staff continue to conduct outreach via the website and email regarding availability of childcare at the Network Child Care Centers.
- The NYS & CSEA Partnership for Education and Training (Partnership) is making additional information available to employees through its more accessible website redesign to be completed by December 2021.
- The Partnership is making additional information available to employees by increasing weekly social media posts on Facebook and Twitter.
- The Partnership is increasing participation of its Field Associates in agency and union events by hosting information tables.
- The Partnership continues to conduct outreach via telephone and email with NYS managers and CSEA leaders regarding programs and services.