

Ministry of Community Safety and Correctional Services
Ministry Employee Relations Committee

Minutes

August 20, 2009
25 Grosvenor Avenue
Toronto, Ontario
9:30 a.m.

Attendees:

For the Union

Eddy Almeida (Co-Chair)
Dan Sidsworth
Paul Johnstone
Sandra Harper
Gord Longhi

For the Ministry

Marg Welch (Co-Chair)
Emelie Milloy
Sean Milloy
Christina Danylchenko
Jim Adams
Rose Buhagiar

Guest:

Victoria Fichtenbaum, Employee Relations Intern

**Resource/
Note Taker**

Lynn Shallow, Program Advisor, Management and Operational Support
Branch

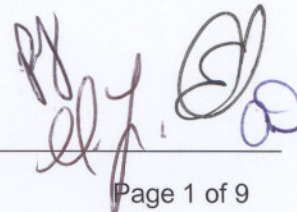
Reviewed/Signed off Previous Minutes of:

1. May 12 and 27, 2009

Previous Business

1. **Toronto South Detention Centre (TSDC) and South West Detention Centre (SWDC)**
– Management Co-chair provided an update. It is anticipated that the successful bidder for the TSDC will be announced in October 2009. The RFQ has been posted for the TWDC. Management recognizes the importance of the joint tours to direct supervision institutions. Ministry is in the process of requesting out of province travel permission from the Secretary of Cabinet.

Action: Update to be provided at next meeting.



2. **Correctional Officer Recruitment Policy** – OED representative to provide an update at next meeting.

Action: Defer to next meeting.

3. **Ontario Correctional Services College** – Dan Sidsworth and Christina Danylchenko attended the last COTA class graduation in June at the OCSC and made a labour relations presentation to the class on June 18, 2009. The next COTA graduation is scheduled to take place in Thunder Bay on August 28th for which Gord Longhi and Karen Machado will be attending. The Labour Relations Presentation Package will be circulated for feedback.

Action: MERC to follow-up with feedback to Presentation.

4. **Training and Development Committee** -- Management representation consists of: Colette Desroches as co-chair; Albert Henderson; Bob Feere and David Snoddy.

Action: Remove from agenda.

5. **Unclassified Correctional Officer Sub-Committee** – Management summarized some of the proposed changes of the TOR. Updated TOR provided to the Union for review.

Action: Union will review TOR and provide feedback for next meeting.

6. **Independent Medical Examination Policy** – The Union proposed that the Committee continue to meet.

Action: Management to consider and respond.

7. **Selection Process for Duty and Development Assignments in Adult Community Corrections** – Completed and distributed to the field.

Action: Remove from agenda.

8. **Disclosures: Integrated and Dedicated Youth Justice System**

Action: Remove from agenda.

9. **07 09 25 d) Institutional Security Threat Unit (Gangs Intelligence)** -- Job specifications have been developed and are being reviewed by MGS.

Action: Update to be provided at next meeting.

10. **07 09 25 f) Retrofit at the Toronto West Detention Centre (TWDC) and need to negotiate CWWs** – July 2009 OLRB date has been extended (no date set).

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Action: Defer to next meeting pending decision of OLRB.

11. **07 11 28/29 i) Joint study post traumatic stress disorder** – Management provided financial commitment in writing. Union is waiting for funding approval.

Action: Defer to next meeting.

12. **08 02 12 a) Cook Chill RFP** – No update to provide at this time.

Action: Defer to next meeting.

13. **08 02 12 c) Use of Video or Digital Technology for Disciplinary Interviews** – Defer to the Investigation Protocol Committee.

Action: Remove from agenda.

14. **08 05 15 e) Provincial Overtime Protocol Agreement** – Updated Qs & As were jointly completed on June 5, 2009 and distributed to the field. A go live date at the Toronto Jail is scheduled for September 15, 2009.

Action: Defer to next meeting.

15. **08 06 05 b) Job Trades / Lateral Transfer Process** – Gord Longhi, Sandra Harper and Emelie Milloy are in the process of developing guidelines/best practices. The parties agreed that Employee Portfolios are not required for job trade matches for COs, PPOs, Recreation Officers, Bailiffs, OA 8 PO Secretary's, etc.

Action: OPSEU to advise MGS.

16. **19.08 10 16 b) P&P Conversions** – Gord Longhi will provide Emelie Milloy with a list of identified issues.

Action: Defer to next meeting.

17. **08 10 16 c) Biometric Hand Scanning** – The Union does not see any benefits in utilizing Biometric Hand Scanning and expressed concerns regarding its use at CECC and at the new institutions.

Action: Christina Danylchenko will obtain further information for next meeting.

18. **08 10 16: d) Electronic Monitoring / Supervision Program** – The Union is requesting the reasons/rationale for the changes made to the ESRO role.

Action: Management Co-Chair to liaise with MOSB Director.

19. **08 10 16: e) Accommodations in Probation & Parole** – Gord Longhi and Emilie Milloy will develop best practices/recommendations for review.

Action: Defer to next meeting.

20. **08 10 16: f) Northern Region P&P ERC** – Gord Longhi and Emily Milloy are in the process of finalizing resolution/consultation with Northern Region.

Action: Defer to next meeting for an update.

21. **08 10 16: g) Code of Silence** – Deferred to the Pride in Profession sub-committee. Union will provide management with proposed dates.

Action: Remove from agenda.

22. **08 10 16: h) Pride in Profession / Dress Uniforms** -- Amalgamate with item # 22. Deferred to the Pride in Profession sub-committee.

Action: Remove from agenda.

23. **09 05 12/27: a) Niagara Detention Centre and Elgin Middlesex Detention Centre Intermittent Unit Update** -- No update to provide at this time.

Action: Defer to next meeting.

24. **09 05 12/27: b) Support Staff Committee; RN/Medical/Health Care/Services/Programs** –The Union is proposing that a committee be created to deal with the many concerns that Support Staff and other areas in corrections are experiencing. The Union indicated that the creation of this type of committee would empower employees/members to gain the feeling that they have a voice and recognition and that they are an integral part of the MCSCS. The Union suggests that the committee be equally represented by both sides in addition to two (2) MERC representatives (one from Management and one from the Union). The Union emphasizes that all committees need to be joint in order to be efficient and effective.

Action: Management to consider. formation of this Committee.

25. **09 05 12/27: c) Security Committee / Guns and Gangs** – Employer advised that the position specs have been drafted. OPSEU has drafted a letter to Minister Bartolucci which they shared. Employer advised it is their intention to fill all positions as management and management excluded. OPSEU suggested reconsideration in light of Article 1.8.

Action: Management to respond.

RJ
Elie

26. **09 05 12/27: h) Rollover Committee** -- The committee met on June 30, 2009. The next meeting is scheduled for September 11, 2009. Institutions have been directed to review unclassified hours in preparation for the next meeting.

Action: Update to be provided at next meeting.

27. **09 05 12/27: i) Specialized Areas: A&D and Segregation Rational** – The Union indicated that these areas are usually the most dynamic in our facilities and therefore should be represented through a committee to deal with ongoing issues. The Union recommends that the Committee be equally represented by both parties, plus two (2) MERC representatives (one from each Management and the Union).

Action: Management to consider formation of this Committee.

28. **09 05 12/27: j) Walkerton Jail Labour Relations** – Minutes reflecting the ERC meeting of October 14, 2008 was provided to the Union. Next ERC meeting is scheduled to take place on September 16, 2009.

Action: Remove from agenda.

29. **09 05 12/27: m) Bailiff Committee** - The Union is concerned with the current format/process.

30. **Action:** Management Co-chair will follow-up with the Director of MOSB
Employment Stability Disclosures – Notification – Problems relative to the disclosure process were discussed.

Action: Jim Adams to follow-up with Sandra Harper.

31. **09 05 12/27: o) Overcrowding** – Issue referred to the Security Provisions and Population Management Committee.

Action: Remove from agenda.

32. **09 05 12/27: q) Vacation Protocols** – MOA signed and distributed. The Union is requesting clarification in the calculation of RPM's.

Action: Management to respond.

33. **09 05 12/27: r) Joint Cost Generating Savings Opportunities** – The following ideas and suggestions were provided by both parties:

- Proper blinds to keep sun out;
- Uniforms/clothing to be issued on a point system;
- Increase the use of scanners and/or e-mail to decrease cost of puralator charges and/or printing cost;

- Use existing resources (i. e. bailiffs) to ship correctional staff clothing instead of puralator charges;
- Utilize government owned buildings for meetings;
- Use of motion sensors for lighting in common areas where security is not required (i. e. bathrooms);
- Alternate methods of producing energy (solar panel/heating; windmill). Although initial cost would be significant, long-term savings would be realized;
- Decrease the use of staff members from other regions travelling extensively to attend meeting when/where other locally available staff could be attending;
- Replace water coolers with filtration systems;
- Decrease the use of ministry vehicles for personal use;
- Provide institutions with biodegradable bins (farmers in some areas provide the bins for their subsequent use of compost for farming);
- The Union strongly suggested the elimination of the Cook chill program and resume individual kitchen services as a substantial cost savings measure. The Union is concerned that the Cookchill program is taking away from the local economies and programming/cooking experience for the Inmates.

Action: The Union requested the allocated budget amount for Correctional Staff uniforms. Management Co-chair will follow-up.

34. **09 05 12/27: s) Vanier/Maplehurst – OLRB Order -** Meeting was held and Union brought forward proposal for management's review.

Action: Management to follow-up and provide minutes from MERC meeting held at Maplehurst.

35. **09 15 12/17: t) New Grievance Process Under Central Collective Agreement –** David Kerr and Gord Longhi will be the Union representatives for the Ministry File Review Process for P & P.

Action: Employer to provide names of management representative.

Standing Items

1. **SAROC** – Two meetings are scheduled for next week: 1) a work planning session and 2) committee meeting.

Action: Update to be provided at next meeting.

2. **Labour Relations** -- Regional Forums are being organized in the Western Region.

Action: Update to be provided at later date.

3. **HR Transformation Update and Binder** –The gathering of communication/information binder is almost completed for the Union (target date August 31, 2009). Jane Albright will be replacing Jim Adams as the Director of the Strategic Business Unit (SBU) on

September 14, 2009. The Union members send Jim their best wishes in his future endeavours; however, they again expressed their concern with the lack of continuous and inconsistent MERC management representation. As a result, the Union feels that this high turnover is counterproductive to MERC's mandate to improve labour relations.

Action: Update to be provided at next meeting.

4. **Ministry Identification and Badges**

Action: Remove from agenda.

5. **Interest Based Problem Solving training (IBPS)** – The Western Region RD re-extended an offer to two institutions that previously did not participate in the training.

Action: Defer to next meeting.

6. **Unclassified Straight Time Correctional Officer Hours and Number of Fixed-terms to be Provided Quarterly** – Second Quarter Report submitted to the Union.

Action: Third quarter report to be provided at November MERC meeting.

7. **Hardcopy of Superintendents List** – Update list provided to the Union.

8. **09 05 12/27: g) JASIC Committee** – Policy grievance pending, however, the Union has is requesting that the committee move forward with other agenda items.

Action: Management to provide update for next meeting.

9. **OPS Students** – The Union is concerned that students are being treated differently in the OPS in that the employer has removed their right to be given pay in lieu of (vacation credits). The Union is requesting that the employer reconsider by moving this forward to CERC.

Action: Management Co-Chair will bring it to the attention of the ADM and CERC.

New Business:

1. **09 08 20: a) CNCC Inmate Television** – Issue brought forward by the local as staff felt that the situation was disruptive in the workplace. Issue was not resolved at the local ERC.

Action: Management Co-chair will discuss potential alternative(s) for resolution with the Superintendent or designate.

2. **09 08 20: b) Employee Engagement Survey Results – Areas for Improvement** – The four identified priority areas have been posted on the ministry website and have been

assigned to the relevant Directors to address. The Union expressed concerns with the process and lack of communication with the Union at the front end.

Action: Rose and Jim will bring concerns forward to the ADMs.

3. **09 08 20: c) Kingston P&P OAG Complement / FLS Requirements** – The Union expressed concern regarding complement, conversion, and handling of possible overage in office and requested further information.

Action: Sandra Harper to liaise with ACC RD and AM to clarify situation.

4. **09 08 20: d) List of MERC Sub Committees** – list was provided by the Union.

Action: Remove from agenda.

5. **09 08 20: e) Security Reviews Central Region – Notification / Focus Groups / Outcome** – The Union indicated that locals have been concerned as to whether or not they should be participating in these reviews. Management advised that the purpose of the reviews is for the ministry to look at static security.

Action: Management to provide update.

6. **09 08 20: f) Recruitment Focus Group – Notification and Participation** – The Union is requesting that elected members of the Union participate and that report/summary be provided of what was discussed at the meeting.

Action: Management Co-chair will follow-up.

7. **09 08 20: g) Intelligence Reports – Reports and Dissemination** – Meeting to establish protocol to be rescheduled.

Action: Update to be provided at next meeting.

8. **09 08 20: h) EMDC Rollout of Agreement – Status Update** – Fixed Term Correctional Officers and RN have been rolled as per Appendix 24. Local elections scheduled for September update on status of schedules to be provided thereafter.

Action: Update to be provided.

9. **09 08 20: i) Policy on Release of Documents to Inmates** -- Institution officials have re-issued/re-emphasized procedure in place.

Action: Management Co-chair to provide revised policies and procedures.

10. **09 08 20: k) Ontario Parole and Earned Release Board (OPERB) – Board Vice-**

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Chairs and PDPs and Reporting Relationship – The Union is concerned that supervisor and PDSs of BCOs are being competed by the Vice-Chair of OPERB. The Union is requesting OPERB representation at the next MERC meeting to discuss this item.

Action: Jim Adams will liaise with the Chair of OPERB.

- 11. **APL 17s at OCSC** -- Effective September 1, 2009, staff classified at the APL 17 level will be moved from Schedule 6 to Schedule 3.

Action: No action required. Remove from agenda.

Next Meeting

September 29, 2009 – Hamilton Wentworth Detention Centre
November 24, 2009 – Coopers

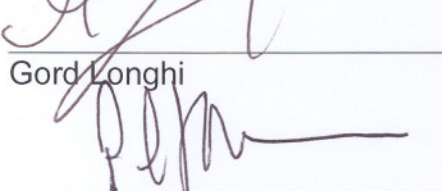
For the Union:



Eddy Almeida



Dan Sidsworth



Gord Longhi

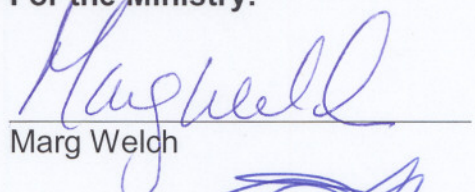


Paul Johnstone

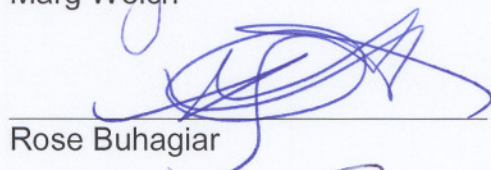


Sandra Harper

For the Ministry:



Marg Welch



Rose Buhagiar



Christina Danylchenko



Emilie Milloy

Jim Adams