

M E M O R A N D U M

TO: All Presidents with members in the Ministry of Community Safety & Correctional Services

All Stewards in the Ministry of Community Safety & Correctional Services

FROM: Ruth Hamilton, OPS Supervisor

DATE: August 10, 2010

SUBJECT: **Ministry of Community Safety & Correctional Services
ERC Training Sub-Committee Minutes – April 8, 2010**

Attached, for your information, are the minutes of the above captioned meeting.

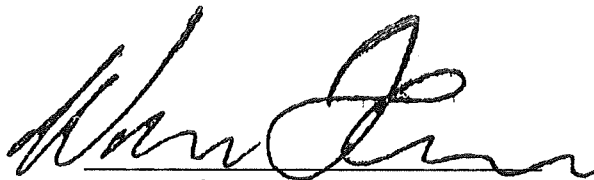
Please post or otherwise make them available to the members in your workplaces.

Also attached is a MERC referral form which should be used when referring unresolved local issues to the ministry level. The referral should be sent care of the Job Security Unit with all the supporting documentation, (e.g. minutes, correspondence, etc.), with any referrals.

PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,



Warren (Smokey) Thomas
President



Ruth Hamilton
OPS Supervisor

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att.

cc: MERC Chairs
Ministry ERC

Agenda

MERC TRAINING SUB -COMMITTEE MEETING

Date: April 8 , 2010
Time: 11:00 am to 2:00pm
Location: Ontario Correctional Services College

DRAFT

Type of meeting: MERC Training Sub-committee meeting
Facilitator: Rick Rozak
Note taker: Judy DuCheneau

Attendees: Rick Rozak, David Snoddy, Bob Feere, Albert Henderson, Pauline Jones, David Kerr, Paul Johnstone, Shari Archdekin and Jim Mitchell
REGRETS: Daniel Marshall

Time	Agenda topics	Facilitator
11:00	Welcome and Introduction	Rick Rozak and all
12:00	Lunch	All
15:00	Sign-off on Previous Minutes/Adjournment	All

MINUTES

Discussion: Rick Rozak welcomed all to the sub-committee meeting. The meeting commenced at 11:00 am.

Introductions were made – copies of the Agenda were also made available. The signing of the previous minutes were discussed. Bob Feere is staying on the committee.

Conclusions: Not Applicable

Action items: Not Applicable

Person responsible:
N/A

Deadline: N/A

COTA Curriculum Review		
<p>Discussion: Recent graduates of the COTA program have indicated they are not aware of the Conflict of Interest policy and indicated this was not addressed here at O.C.S.C.</p> <p>Rick Rozak advised that Conflict of Interest is addressed in both the Ethic and Professionalism courses. It has also been addressed in the Curriculum Review and will be taught in the new COTA program. Conflict of Interest is also addressed during orientation at the institutions with the Institutional Training Managers (ITM's).</p> <p>Issues have also arisen in the field in regards to social networking (Facebook), i.e. having offenders as friends on-line. It seems to be unclear to some individuals as to what is a conflict of interest and what is not. Apparently the R.C.M.P. has a policy in place that employees are not to have Facebook accounts. It was mentioned that this is an issue being addressed by recruitment modernization. These issues are being looked into. Rick Rozak advised that social networking is also addressed during COTA training and some issues that have arisen in the past because of social networking could be mentioned during training as well.</p> <p>Brought forward was the idea that Probation Offices do not always address Conflict of Interest. New Probation Officers are asked to read their orientation packages but in some cases this is not being completed and that often there is no follow up in regards to understanding these packages/documents.</p> <p>The issue of mentoring arose due to the lack of accountability. The Northern Region recently implemented a mentoring program for new Correctional Officers. Some members of the committee support this being expanded across the Province.</p> <p>Rick Rozak advised that the original six modules of COTA are now in the final draft and awaiting final approval. He advised that the college is asking for extension on the program (33 days to 39 days – 8 weeks). If this course is approved there will be more practical training involved. Rick Rozak advised that he is unsure, at this time, as to when the COTA course will take place. If a course were to take place in the near future, the new COTA Curriculum will be used.</p>		
<p>Action: College to follow up re COTA and Advanced Training re social networking issue and conflict of interest.</p>	<p>Person responsible: Rick Rozak</p>	<p>Deadline: N/A</p>

Bill 168 – Violence in the Workplace		
<p>Discussion: This policy will come into effect on June 15, 2010. Still looking at how this will be conveyed to Correctional employees, i.e. training, etc. The Ministry is considering E.Learning.</p> <p>Concern was raised in regards to E.Learning for Correctional Officers due to computer access at local cost centres.</p> <p>Discussion regarding how this policy will be imbedded into the COTA Program and orientation with the ITM's. Instructors at O.C.S.C. will also need to be oriented to this policy as well.</p>		
<p>Action: Pauline Jones advised that further information will be coming in the near future.</p>	<p>Person responsible: N/A</p>	<p>Deadline: N/A</p>

Lunch		
<p>Discussion: The Committee members adjourned for lunch and agreed to return for 1:00pm.</p>		
	<p>Person responsible: N/A</p>	<p>Deadline: N/A</p>

OTIS Training – Support Staff		
<p>Discussion: Concern regarding OTIS course facilitator being asked questions by trainee and not being able to answer these questions as trainer was not aware of support staff duties as facilitator is a Probation Officer. Rick Rozak advised that OTIS training is not completed through O.C.S.C. but through the Business Application Unit. These concerns should be raised on evaluations and addressed. Rick Rozak will liasise with Diane Robertson and pass on these concerns.</p>		
<p>Action: Rick Rozak to speak to Diane Robertson in regards to these issues. David Snoddy will look into this with the Business Application Unit.</p>		
<p>Person responsible: Rick Rozak, David Snoddy</p>		<p>Deadline: N/A</p>
Probation Officer Caseloads		

Discussion: Backfill is an issue while probation officers are on training or anything else that takes them out of the office. Bob Feere advised the live meeting training usually only takes 45 minutes – however, still takes them away from their work. These workload issues go back several years and are still ongoing.

Discussion in regards to the field's reaction to DM Jay Hope's memo regarding assisting in workloads of accommodated employees.

The college (David Snoddy) advised the committee that the college trains to policy and standards. It was recommended that local backfill needs for PPO's be put forward to MERC. The consensus of the committee is that training should not be compromised because of backfill issues. However local practices are not within the colleges scope.

Bob Feere advised that in the past retirees have been contacted to cover any extended leaves that occur in offices.

There was a time, in the past, that professional development secondments were offered to individuals in institutions (Correctional Officers) who had the qualifications. It was suggested that perhaps this could be brought forward to MERC as well. David Snoddy advised that many OAG's that are filling support staff positions in the field and who also have the qualifications, have expressed interest in secondments as PPO's and have been approved in the past to attend training.

Rick Rozak advised that the college has never gotten away from providing training to individuals interested in professional development in the probation field.

	Person responsible: N/A	Deadline: N/A
Action items: To be brought forward to MERC.		

Diversity

Discussion: Regarding recent incident at O.C.D.C.

The COTA curriculum has recently been reviewed and diversity issues have been addressed throughout the curriculum.

Looking at expanding Correctional Officer Professional Development (COPD) as well. This training may become mandatory refresher training for Correctional Officers. This has been sent to AIS for approval. Will look at training in Aboriginal Awareness as well as introducing more practicals in areas of diversity.

E.Learning with the Centre for Leadership on Diversity has been introduced in the field as well. Some individuals in the field have indicated they do not want to complete this training due to concerns they have with information flow should they not answer all questions successfully.

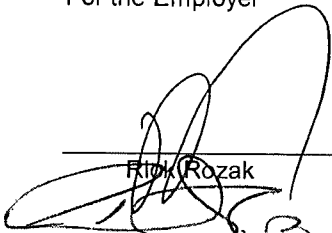
Action: Add diversity to draft proposal for refresher training-Rick to do and present when it gets done.	Person responsible: N/A	Deadline: N/A
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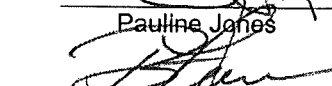
Review and Sign off of Previous Minutes.		
Discussion: Some changes made to previous minutes. Copies signed. A PDF copy will be sent out to committee members.		
	Person responsible: Rick Rozak	Deadline: ASAP

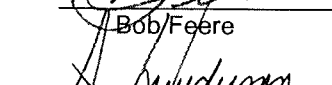
Health and Safety		
Discussion: Emidio Casullo has agreed to sit in on future COTA sessions, as per previous minutes. Paul Johnstone will also review COTA sessions. Initial focus will be on Health and Safety moduel.		
Rick Rozak advised he is waiting for the air quality test from Guelph C.C. however, training is still taking place there presently.		
Shari Archdekin advised that inmates are using text message language throughout their mail. Older staff are finding it difficult to decipher letters. Asked if there is something that can be provided to staff to assist with deciphering inmate mail. The issue of gang tattoos was also brought up. Staff need to be brought up-to-date on gang tattoos.		
Albert Henderson suggested contacting the Intelligence Unit at Maplehurst would could possibly assist with these issues.		
Action: Rick Rozak will follow up with the Intelligence Unit.	Person responsible: N/A	Deadline: N/A

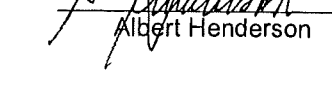
Next Meeting		
Discussion: Meetings are to take place every three months as per TOR		
Conclusion: Next Meeting set for Thursday, July 8, 2010 at 1000 hours.		
Action items: Set agenda and forward any pre-reading material (including previous meeting minutes)	Person responsible: Rick Rozak	Deadline: N/A

For the Employer



Rick Rozak


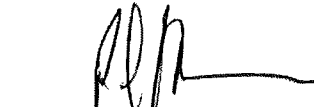
Pauline James


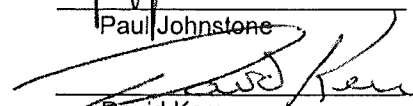
Bob Feere


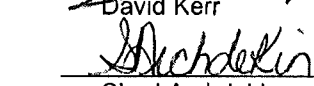
Albert Henderson

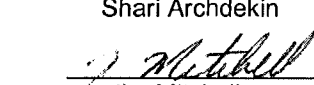
Julie Shepherd


For the Union



Paul Johnstone


David Kerr


Shari Archdekin


Jim Mitchell


Daniel Marshall