

Ministry Employee Relations Committee

MCSCS - Correctional Services

Minutes

Tuesday, December 12, 2017
Brampton Probation and Parole Services

Attendees

For the Union

- Monte Vieselmeyer (Co-chair)
- Scott McIntyre
- Chris Jackel
- Chad Oldfield
- Sandra Harper

For the Ministry

- Christina Danylchenko (Co-chair)
- Arlene Berday (Co-chair)
- Daryl Pittsfield
- Barb Forbes

Resources

- Bart Nowak, Director, HR Strategic Business Unit
- Brian Scott, Manager, Employee Relations, Bargaining and Compensation
- Jenny Cece, Manager, Labour Management Liaison Manager
- Anna Fernandes, Deputy Regional Director, Community Services, Central Region
- Cathy Laakso, Manager, Strategic Labour Relation, HR SBU

Observers

- Kathy Kinger, Regional Director, Institutional Services, Northern Region
- Emily Lewis, Labour Relations Intern, Bargaining and Compensation

Note Taker

- Lise Ledoux, Employee Relations Committee Coordinator

Previous Business

Institutional Services items

1. **13 06 19 Ombudsman's report, level of violence in workplace** – Union recognizes the historical context of this report and will bring forward concerns as required.

Action: Remove item from the agenda.

2. **14 01 14 eRoster** – Brantford Jail pilot will be concluded by year's end.

Action: Meeting with the Grievance Officers and Employee Relations Advisor to be scheduled in the near future.

3. **14 05 27 PPSE update** – meeting held on December 4th. Very few outstanding items.

Action: Item discussed at the PJOHSC table, therefore, to be removed from this agenda.

4. **14 07 08 Staffing Levels subcommittee update** – Union recognizes the historical context of this report and will bring forward concerns as required.

Action: Remove item from the agenda.

5. **14 07 08 Security Review Subcommittee update** – Union recognizes the historical context of this report and will bring forward concerns as required.

Action: Remove item from the agenda.

6. **16 03 31 Health and Productivity Program (HPP) Status** – subcommittee met on November 28, 2017; reviewed current status of IS implementation throughout the province. Commenced planning for 2018 regional orientation sessions as requested by RDs for new managers. Schedules to be determined. Subcommittee continues to provide support to institutions when requested. Future sessions to include ERAs and HRAs.

Forms will be reviewed and may need to be updated based on ESA Legislative changes becoming effective January 1, 2018. Legal Services will be consulted prior to any changes being made.

MERC recognizes the dedication and commitment of the HPP Oversight Subcommittee members in delivering the training to all institutional sites across the province.

Action: ADM, IS and Union co-chair to meet with Hamilton-Wentworth DC. Item to be moved to Standing Items.

- 7. 16 03 31 Status of Segregation Review** – the review is complete. The ministry is currently working on draft legislation that is being informed by the Independent Advisor on Corrections Reform (Mr. Sapers). The Union is requesting a subcommittee to discuss inmate management/segregation issues.

Action: Employer will review and respond.

- 8. 16 09 14 Bargaining Unit Security Assistant** – Union provided a draft proposal to the Employer.

Action: Employer to review and respond.

- 9. 16 09 14 Issues Affecting Correctional Nurses** – the Union's summary of RN issues has been shared with the SBU, Operational Support and Modernization Division for consideration.

Action: Employer to follow up with Operational Support regarding scheduling a meeting.

- 10.17 02 01 Status on body scanners** – Employer shared the updated roll out schedule with the Union.

Action: Status of body scanner installation is discussed at the PJOHSC table, therefore, to be removed from this agenda. Item to be renamed on this agenda as Utilization of Body Scanners during institutional searches.

- 11.17 02 01 Section 22 process** – deferred to the next meeting.

Action: CSOI to be invited to the next meeting to provide an update.

12.17 02 01 Continued use of RPMs, not collapsed into BAMs – no update.

Action: Employer and Union to schedule a date to meet with St. Lawrence Valley C&TC/Brockville Jail staff and confirm RPM numbers for Compressed Work Week agreement discussions.

13.17 02 01 Local President Leave – Union shared the draft business case with the Employer.

Action: Employer will review and respond.

14.17 04 05 Internet Access – no further concerns.

Action: Item to be removed from the agenda.

15.17 04 05 Application of the Suicide Policy – the Institutional Operational Policy Unit (IOPU) provided draft language consistent with the existing Use of Force and Search policies to the ADM, IS for review/approval.

Action: ADM, IS and ADM, OS will meet to discuss further.

16.17 06 12 OTIS Access for Correctional Officers – Integrated Technology provided a list of the OTIS screens the officers have access to and what they have view or update access to.

Action: Employer will arrange for OTIS training for MERC Union members.

17.17 06 12 Recreation Officers Training/Job Competitions – Union agrees with the Employer's recommendation to provide Defensive Tactics (one eight hour training) training but do not support Recreation Officers responding to incidents within the work area. The Union is requesting that Standing Orders be updated to ensure that recreation procedures are included.

Action: Employer to reassess and respond.

18.17 09 27 Transgender Policy – issues resolved.

Action: Item to be removed from the agenda.

19. Ontario Correctional Institute – the Union raised the following concerns from the OCI local: correctional officer schedules, health care scheduling and breaks, union representation in meeting with management and timeliness of LERC minutes.

Action: Employer will review the issues raised and respond.

20. Management of Assaultive Inmates – meetings held on November 8th and December 11th.

Action: Next meeting is scheduled for January 22nd.

21. 17 09 27 Media Articles – Employer responded to concerns raised by the Union. The Employer will make best efforts to ensure that similar issues do not occur.

Action: Remove item from the agenda.

Community Services items

1. 14 09 10 PPO Staffing Issues – subcommittee to forward the package of materials is to the ADM, CS for review and approval. The EOI and e-learning materials for the backfill pool have been approved by the subcommittee co-chairs.

Action: Update to be provided at the next meeting.

2. 17 09 27 PPORP Rollovers – a teleconference is scheduled for December 15th.

Action: Update to be provided at the next meeting.

Both Institutional and Community Services Items

1. 14 03 25 Correctional Services Staff Monument – a planning meeting to be scheduled for the May ceremony. Employer reminded the committee of the annual Correctional Services Awards which will be held on May 10, 2018 in Toronto in conjunction with the unveiling of the Correctional Services Staff Monument ceremony. The nomination window is currently open and closes on December 31st. MERC encourages employees to submit nominations. For more information, visit [Correctional Services Awards Program](#) or email csawards@ontario.ca.

Action: Update to be provided at the next meeting.

2. **16 03 31 MERC/LERC Training** – no dates currently posted for the New Year.

Action: Employer will advise when new training dates become available.

3. **16 09 14 Retired Ceremonial Unit members attending events** – no update.

Action: Update to be provided at the next meeting.

4. **17 09 27 License Plate production** – Central North CC site is operating without issues and is assisting production. Union is requesting the ministry's long-term strategy on productions.

Action: Employer to invite Operational Support to the next meeting to discuss further.

5. **17 09 27 MOA for non-correctional officers and non-probation and parole officers** – Employer is reviewing the Union's proposal.

Action: Update to be provided at the next meeting.

Standing Items

1. **MERC Diversity Subcommittee** – the Diversity Subcommittee is in the process of launching the local diversity indigenous, inclusion action committee's (DIIAC). The purpose and function of the Committees are to increasing awareness, educate, clarify organizational and individual responsibility to respectful inclusive workplace, promoting inclusion and respect, liaising with Ministry Employee Networks and sharing information, ideas and best practices given local initiatives.
2. **Employment Stability List** – no active staff on the list as of December 4th.
3. **Union requesting Employer staffing shortage contingency plans / inmate overcrowding contingency plans** – no update.

Action: Item to be removed from the agenda.

4. **Probation & Parole Workload** – Employer co-chair provided the Union co-chair with statistics relevant to OPB legislative requirements on pre-parole processes. Subcommittee meets next on January 29, 2018. Time tracking sheets have been implemented to monitor Institutional Liaison Officer workload impacts. The Union continues to advocate for additional probation and parole officers and is awaiting the Employer's review of workload impacts of Parole Board changes.
5. **Direct Supervision** – subcommittee has been re-established and the first meeting was held on December 8th. Next meeting is scheduled on March 22, 2018.
6. **Modernization Division** – update/presentation deferred to the New Year.
7. **Women Secure Treatment Unit (WSTU)** – Infrastructure Ontario hosted a public information session for area residents on October 4, 2017. The design for the retrofit is complete and anticipate construction to start March/April 2018.
8. **List of Superintendents** – revised list was emailed to MERC members on December 4th.
9. **Transition Updates** – Brantford Jail closure on schedule for end of the calendar year. All staff have received their assignment letters. Employer restated that provincial audits are currently on hold. A separate item to be added in Standing Items for Provincial Audits.
10. **Dedicated female units in existing institutions (JAHN Remedies)** – no update.
11. **Statistics** – Employer shared with the Union a list of all statistics provided to MERC and subcommittees for review. The SBU reached out to each division on December 5th regarding compliance of the ASMP program. The Employer advised that ASMP statistics are temporarily unavailable at this time and the CEHSW will reassess the data to be provided when the assessment of the ASMP program has concluded.

The Union expressed concern about the timeliness and availability of various statistical reports.

- 12. New builds for Ottawa-Carleton DC and Thunder Bay CC/Jail** – Executive Lead, Infrastructure Investment Projects to attend a future meeting to provide an update.

New Items

- 1. PPO Assist Collaborative Evaluation Process (CEP) II Review** – the Union's position is that the current call out for the volunteers to assist with the OPU-CEP II that includes peer-on-peer reviews should be properly classified as management. The Employer continues to support learning and development opportunities.

Action: Remove item from the agenda.

- 2. Correctional Officer Performance Appraisals** – Union is inquiring if these are being completed and what is the criteria.

Action: Employer will follow up.

- 3. Standing Orders Committees** – the Employer confirms these are joint local committees.

Action: Remove item from the agenda.

- 4. Real Time Minutes** – MERC recommends that real time minutes be undertaken by LERCs/RERCs.

Action: Remove item from the agenda.

- 5. Community Services HPP and Accommodations** – last meeting was on September 7th. Next meeting is February 1, 2018. Subcommittee continues to work on the Terms of Reference as well as a survey in order to measure the knowledge base of the field and assess training on an as go forward basis.

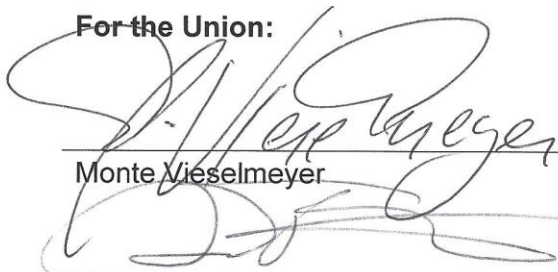
Action: Item to be moved to Standing Items.

2018 Schedule of Meetings

- Wednesday, January 24, 2018 (OCI)
- Thursday, April 5, 2018 (Union to determine location)
- Tuesday, June 12, 2018 (Employer to determine location)
- Thursday, September 6, 2018 (Union to determine location)
- Tuesday, October 16, 2018 (Employer to determine location)
- Wednesday, December 12, 2018 (Union to determine location)

Signatures

For the Union:



Monte Wieselmeyer

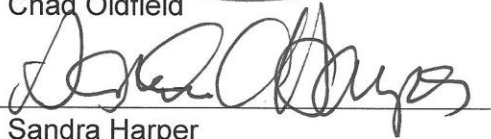
Scott McIntyre



Chris Jackel



Chad Oldfield

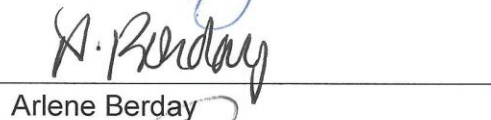


Sandra Harper

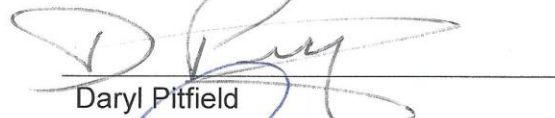
For the Ministry:



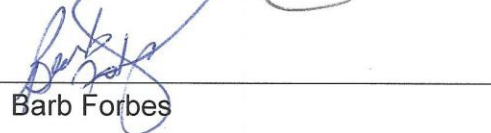
Christina Danylchenko



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Daryl Pitfield



Barb Forbes