

Ministry Employee Relations Committee

MCSCS - Correctional Services

Minutes

Wednesday, February 1, 2017

200 First Avenue West, 3rd floor Trillium Boardroom, North Bay

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 Pitfield
- Barb Forbes

Resources

- Kevin Sawicki, Director, Corporate Services
- Bart Nowak, Manager, HR Strategic Business Unit
- Brian Scott, Employee Relations Advisor, Bargaining and Compensation

Guests / Observers

- Randy Denis, Regional Director, Institutional Service, Eastern Region
- Isabelle Richard, Area Manager, Nipissing/Timiskaming and Parry Sound P&P Services
- Sean Dunn, Union Co-Chair, PJOHSC
- Ryan Graham, Union member, PJOHSC

- Craig Eden, local Vice-President, North Bay Jail
- Ron Lavigne, Probation & Parole Officer, North Bay P&P Services

Regrets

- Jenny Cece, Manager, Labour Management Liaison, Institutional Operations Branch
- Anna Fernandes, Deputy Regional Director, Community Services, Central Region

Note Taker

- Lise Ledoux, Employee Relations Committee Coordinator

Announcement

Members recognized and thanked Gord Longhi, Greg Arnold, Jim Richards and Mary-Jo Knappett for their contributions to the committee. The Committee welcomes Scott McIntyre, Chris Jackel, Chad Oldfield and Arlene Berday.

Previous Business

Institutional Services items

1. **11 06 02 Transition Updates** – Numerous MOAs have been signed off and in process. December 2016 statistics and a breakdown of CO rollovers (January 2016 – January 2017) were shared to the Union.

The Union recognized the significance and good work that the Transition Unit provides.

Action: Ongoing. Update to be provided at the next MERC meeting.

2. **13 06 19 Ombudsman's report, level of violence in workplace** – no update.

Action: Union to provide comments when available.

3. **14 01 14 eRoster** – Union raised some concerns with eRoster. The local pilot site at the Branford Jail has filed numerous grievances that are outstanding.

Action: Union to provide a list of concerns to the Employer. Demonstration of eRoster to be scheduled with MERC in the near future.

- 4. 14 05 27 Offender Transfer Operations (OTO)** – meeting was held and Union co-chairs from MERC and PJOHSC attended.

Action: Complete. Remove item from the MERC agenda.

- 5. 14 05 27 PPSE update** – PPSE subcommittee of PJOHSC is meeting on March 22nd. Training is currently ongoing with a focus on training leads and the Employer will look at utilizing leads across-institutions/regions. The Union again has raised concerns regarding the legal indemnification (civil/criminal) for staff whose training has expired and this will be discussed fulsomely at the March PPSE meeting.

Action: Update to be provided at the next MERC meeting.

- 6. 14 07 08 Staffing Levels subcommittee update** – no update.

Action: Union to provide comments when available.

- 7. 14 07 08 Security Review Subcommittee update** – no update.

Action: Union to provide comments when available.

- 8. 14 09 10 Contraband Seizures** – no update.

Action: Update to be provided at the next MERC meeting.

- 9. 16 03 31 Health and Productivity Program (HPP) Status** – all Central Region institutions have had HPP training completed by end of 2016. Schedule developed for 2017 and distributed to regional directors for superintendents to review and confirm for the HPP Oversight Committee co-chairs.

Action: Update to be provided at the next MERC meeting.

- 10. 16 03 31 RIC Project at Elgin-Middlesex DC** – MOA on rollovers has been signed.

Action: Update to be provided at the next MERC meeting.

11.16 03 31 Status of Segregation Review – there were some immediate action items taken by the ADM, IS on October 17, 2016 and the announcement of Howard Sapers, an independent reviewer. Employer expects a report by early March 2017.

Action: Update to be provided at the next MERC meeting.

12.16 05 04 Dedicated female units in existing institutions (JAHN Remedies) – there was a discussion surrounding the parameters and clarity for the local sites.

Action: Employer will schedule a meeting with the Provincial Project Lead, Institutional Services, Institutions Operations Branch, Employee Relations Unit and OPSEU.

13.16 09 14 Downloading of Johnson Control work to TSDC bargaining unit maintenance staff – no issues.

Action: Complete. Remove item from the MERC agenda.

14.16 09 14 Management of Incident Reporting at Algoma T&RC – no issues.

Action: Complete. Remove item from the MERC agenda.

15.16 09 14 Bargaining Unit Security Assistant –

Action: Union to provide written proposal to ADM, IS.

16.16 09 14 Unified Special Cases from Bargaining – there are six identified special cases for MCSCS, Correctional Services Division (Food Service Officer, Nurse 2 – General, Psychiatric Nursing Assistant 2, Maintenance Plumber, Community Support Representative and Probation & Parole Administrative Support Clerk).

Action: MERC to refer to CERC. Complete. Remove item from the MERC agenda

**17.16 09 14 Correctional Officer Badge Numbers used for Identification
purposed on Ministry forms –**

Action: ADM, IS will respond prior to the next MERC meeting.

18.16 09 14 Protocol/Policy for full body scanners – policy is being reviewed at the PJOHSC.

Action: Complete. Remove item from the MERC agenda.

**19.16 09 14 Union raised concerns over Legal Ruling Regarding Inmates and
Contraband Weapons –** Employer referred the concerns to Legal Branch. This is a criminal matter outside of the ministry jurisdiction.

Action: Complete. Remove item from the MERC agenda.

20.16 09 14 Issues Affecting Correctional Nurses –

Action: Union will forward written detailed list to the ADM, IS within the next week.

Community Services items

- 1. 14 09 10 PPO Staffing Levels –** terms of reference have been signed off. Flexible Work Arrangements agreement has been released to the field. Implementation plan also communicated to the field. Ongoing work regarding the Backfill Pool continues.

Action: Update to be provided at the next MERC meeting.

- 2. 16 05 04 Fixed Term contracts for PPOs –** Employer shared documents with the Union regarding Notice Obligations under the Employment Standards Act.

Action: Complete. Remove item from the MERC agenda.

- 3. 16 09 14 Probation and Parole British Columbia (BC) Workplace Survey –** Union provided a copy of the BC survey questions and summaries to the Employer.

Action: Union will proceed with the first draft of questions for an Ontario survey.

4. **16 10 12 Bail Transformation Concerns** – Union requests that should there be any new transformation strategies with the bail program that will impact Community Services that they be advised.

Action: Complete. Remove item from the MERC agenda.

5. **16 10 12 Probation and Parole Officer Recruitment Policy (PPORP)** – Joint communique to the field, Qs and As finalized with OPSEU and distributed to the field. Operationalized for December 2016.

Action: Complete. Remove from the MERC agenda.

Both Institutional and Community Services Items

1. **14 03 25 Correctional Services Staff Monument** – Committee met on January 24th and planning continues for the unveiling event.

Action: Update to be provided at the next MERC meeting.

2. **14 05 27 Employer ASMP training** – Disability Support Services continues to host the information webinar every Wednesday from 10a.m. to 11a.m between February 1st and March 29th. Sign up on myOPS at [Link to the Disability Support Services Intranet Site](#)

Action: Complete. Remove item from the MERC agenda.

3. **16 03 31 Mental Health Training (JAHN specific training)** – no update.

Action: Union will provide a written response to the ADM, IS regarding the curriculum.

4. **16 03 31 Interest Based Problem Solving (joint training)** – no update.

Action: Union to provide an update at the next MERC meeting.

5. **16 03 31 MERC/LERC training** – Treasury Board Secretariat are currently in discussion with OPSEU regarding future training dates for both level 1 and level 2 but no decision have been made at this time. Employer will advise of dates when known.

Action: Update to be provided at the next MERC meeting.

6. **16 09 14 Retired Ceremonial Unit members attending events** – Employer reiterates its support and working with the Executive Lead of the Ceremonial Unit to establish a process.

Action: Update to be provided at the next MERC meeting.

Standing Items

1. **Systemic Change Steering Committee (SCSC)** – Committee was disbanded on November 30, 2016. Active items have been moved to the MERC Diversity Subcommittee.

Action: Complete. Remove item from the MERC agenda.

2. **Diversity Subcommittee** – meeting was held on January 11th. Copies the draft MOA and draft Terms of Reference were shared with MERC for review. Next meeting is scheduled on February 9th.

Action: Parties to review the MOA and Terms of Reference.

3. **Labour Relations / Regional Labour Relations Forum (RLRF)** – no update.

4. **Fixed Term Correctional Officer Hours and Overtime Hours (provided quarterly)** – Union provided a sample report previously provided by the Employer. Union requesting that overtime hours be included on the report.

Action: Employer will provide report to the Union.

5. **Employment Stability List** – currently no staff on the list for Correctional Services.

6. **ASMP Statistics** – Employer provided the ASMP statistics as of December 30, 2016.

7. Union requesting Employer staffing shortage contingency plans / inmate overcrowding contingency plans – no update.

8. Probation & Parole Workload – MERC October minutes corrected to reflect the following as adjustments were not made to WAT but recommendations were to be drafted and brought forward for review: The workload subcommittee has reviewed the time study report prepared by PESAR and will make recommendations.

MERC Union Representative advised that Workload Levels in P&P have reached an unsustainable level as evidenced by the number of complaints that are being submitted by frontline PPOs to both the P&P MERC Representative and local stewards. The Union has provided the ADM, CS and CS MERC Employer representative a narrative of concerns with respect to excessive P&P workload demands. This will be further discussed at the Workload Committee.

Union has previously and continues to suggest that CBA Appendix COR37, could be a significant manner in which to resolve the P&P workload concerns.

The Employer reports that the Workload Assessment Tool and regular redeployment discussions have been effective in equitably distributing workload. The Employer will commit to reviewing historical and current data.

Action: The parties will further assess the current situation and will jointly reach out to TBS to arrange a meeting regarding COR37.

9. Direct Supervision (DS) – Union requesting re-establishment of DS Subcommittee.

Action: Subcommittee meeting to be scheduled.

10. Transformation – CTI team has been working at tracking, monitoring and reporting of the 239 new recruitments for segregation. CTI is working on developing an integrated case management plan. The Integrated Case Management is based on an earlier project by staff across the ministry, as well as the recent transformation staff consultations will be leveraged for this current initiative. Union requesting a breakdown of the number of positions per institution.

11. **Alternative Discipline Resolution Process subcommittee** – meeting scheduled for February 15th.
12. **Bill 163 – Workplace Safety and Insurance Amendment Act (Emergency Responders)** – Operational Support and the Centre for Employee Health, Safety and Wellness to be invited to a future meeting.
13. **Female Mental Health Unit** – item title to be changed to Female Secure Treatment Unit. Posting for the Superintendent's position at the Brampton Female Secure Treatment closed last week. A tour of the St. Lawrence Valley Correctional and Treatment Centre will be facilitated.

New Business

1. **Status on body scanners** – the following locations have operational body x-ray scanners: Toronto South DC, South West DC, Ottawa-Carleton DC, Elgin-Middlesex DC-RIC, Hamilton-Wentworth DC and Central East CC. Toronto East DC and Thunder Bay Jail go live on February 6th.

Action: Update to be provided at the next MERC meeting.

2. **Signing of Correctional MOAs with no Union sign off** – issue resolved.

Action: Complete. Remove item from the MERC agenda.

3. **Section 22 process** – Union requesting establishment of a subcommittee to review the Section 22 process.

Action: A meeting to be held between the co-chairs to discuss further.

4. **Continued use of RPMs, not collapsed into BAMs at Monteith CC and Thunder Bay CC** – Employer advised that Monteith CC RPM was collapsed into the schedule. Employer advised that Thunder Bay CC still has ongoing construction.

Action: Employer will provide an update on the completion of the Thunder Bay CC construction.

- 5. Local Presidential Leave** – Union reporting a concern from a local president regarding this leave.

Action: Union to follow-up.

- 6. FXTs being prescheduled OT in breach of the HPRO protocol of the 3 day hiring window** –

Action: Employer will schedule a meeting to discuss further.

7. Statistics:

- a. Assaults for 2016, inmate on staff and inmate on inmate** –

IMU provide Inmate on Staff Assaults statistics twice per year. In September they provided the data for the calendar year from January to June; and in March they will provide from July to December. Last report was provided in September 2016 (January - June 2016). The next report will be provided after March 31st (July - December 2016).

Inmate on Inmate Assaults – IMU is significantly backlogged in data entry at this time and will provide data from January to June 30, 2016 when available.

Union advocates that more resources are required for data inputting in order to provide timely data.

Action: Employer to share data when available.

- b. Lockdowns for 2016 per institution** –

Action: Employer will consider when available.

- c. PESAR statistics for Toronto South DC and South West DC as defined upon opening of both institutions** –

Action: PESAR refining the evaluators and to be discussed at the Direct Supervision Subcommittee.

8. Presentation on 2017 OPS Survey – Strategic Business Unit provided an overview of the upcoming survey. Survey launches on February 22nd and closes on March 8th. Committee encourages all MCSCS employees to complete the survey and can do so during regular working hours.

Action: Complete. Remove item from MERC agenda.

9. Uniform Point System – MCSCS ADM, IS will release the new Uniform Point System.

Action: Employer to follow up with MCYS.

10. Narcan / Naloxone – Committee discussed Opioid overdose and the use of Narcan/Naloxone.

Action: Item referred to the PJOHSC. Remove item from the MERC agenda.

11. COTA – a class has been identified for Toronto South DC specifically which will be held at TSDC worksite.

Action: Employer will advise on the dates.

12. Court Decision – Union raised concerns regarding the Toronto Star article on January 25th as it relates to staff liability in civil cases.

Action: Item deferred to the next MERC meeting.

13. Toronto South DC employee – Union requested the reclassification of a Psychologist 1 to a Psychologist 2. Employer confirms that there are no Psychologist 2 positions at the Toronto South DC.

Action: Remove item from the MERC agenda.

2017 Meeting Schedule

- Tuesday, April 4, 2017 – Union to determine location (Mississauga)
- Monday, June 12, 2017 – Employer to determine location (Toronto)
- Wednesday, September 27, 2017 – Union to determine location
- Thursday, November 2, 2017 – Employer to determine location

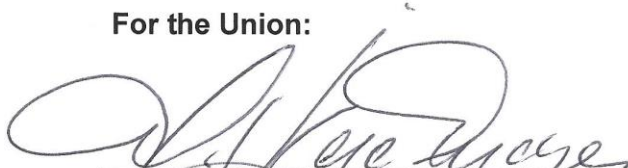
- Tuesday, December 12, 2017 – Union to determine location

Next Meeting

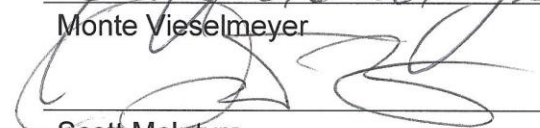
Date: Tuesday, April 4, 2017 – Union to determine location (Mississauga)

Signatures

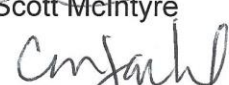
For the Union:



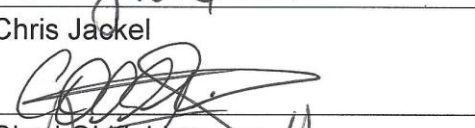
Monte Vieselmeyer




Scott McIntyre



Chris Jaekel




Chad Oldfield

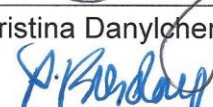


Sandra Harper

For the Ministry:

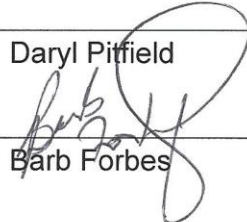


Christina Danylochenko



~~Kevin West~~ Arlene Berday

Daryl Pitfield



Barb Forbes