

MEMORANDUM

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

FROM: Brian Gould, OPS Supervisor

DATE: June 3, 2010

SUBJECT: **Ministry of Community Safety & Correctional Services ERC Minutes – March 31, 2010**

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

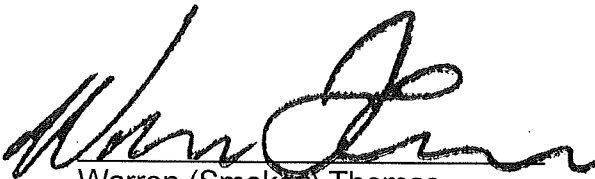
Please post or otherwise make them available to the members in your workplaces.

Please use the 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.).

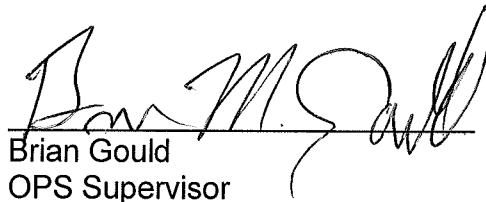
PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY



Warren (Smokey) Thomas
President



Brian Gould
OPS Supervisor

/gi
att.

cc: MERC Chairs
Ministry ERC

Ministry of Community Safety and Correctional Services
Ministry Employee Relations Committee

Minutes

March 31, 2010
5757 Coopers, Mississauga, Ontario

10:00 a.m.

Attendees:

For the Union:

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

For the Ministry:

Marg Welch (Co-Chair)
Christina Danylchenko
Emelie Milloy
Rose Buhagiar
Jane Albright
Lisa Vescio

Ministry Support: Sean Milloy, Employee Relations Division
Cathy Laakso, Strategic Business Unit
Mathew Snyder, Manager, Employee Relations Division

Presentations: Colette Desroches, Implementation Coordinator, Adult Institution Services, provided an update on the recommendations made by the Security Provisions and Inmate Population Management Committee

Dave Ellis, Provincial Emergency Response and Security Coordinator, provided a status update on handcuff/handcuff keys

Review / Sign Off of Previous Minutes:

1. January 27, 2010 – signed off

Previous Business

1. Fixed Term (Unclassified) Correctional Officer Sub-Committee

Action: Development of Terms of Reference ongoing. A meeting will be scheduled for further discussion.

Handwritten signatures and initials in the bottom right corner, including a circled 'C', 'PJ', 'SM', and other illegible marks.

2. **07 09 25 d) Institutional Security Threat Unit (Gangs Intelligence):** Jim Aspiotis has been appointed as the permanent Manager of the Unit. The upcoming positions have been classified as excluded.

Action: The Employer will provide further information as it becomes available.

3. **07 09 25 f) Retrofit at West and need to negotiate CWWs:** Next ORLB dates are scheduled for May 27 and May 28, 2010.

Action: Defer to next meeting.

4. **07 11 28/29 i) Joint Study Post Traumatic Stress Disorder:** Sub-committee is tentatively scheduled to meet on April 22, 2010.

Action: Update to be provided at the next meeting.

5. **08 10 16: d) Electronic Monitoring / Supervision Program:** Staff meetings have been taking place. The Union is requesting that one overarching Compressed Work Week agreement be developed instead of having 9 separate agreements. Schedules to be developed locally.

Action: Strategic Business Unit (SBU) will follow up for next meeting.

6. **09 15 12/17: t) Appendix 41 – Ministry File Review Committee:** Three meetings have been held since the orientation session.

Action: SBU and Union will review prior to next meeting.

7. **09 08 20: a) CNCC Inmate Television in Segregation:** Policy being reviewed by MOSB. Item to be renamed Inmate Television in Segregation.

Action: Update to be provided at next meeting.

8. **09 08 20: e) Security Reviews Central Region – Notification / Focus Groups/Outcome:** Being reviewed by Implementation Coordinator of AIS.

Action: Update to be provided at the next meeting.

9. **09 08 20: i) Policy on Release of Documents to Inmates:** No update to provide at this time.

Action: Defer to next meeting.

10. **09 08 20: k) Ontario Parole Board – Vice Chairs and PDPs/Reporting:** Union provided further information to Employee Relations for review. The Employer confirmed that the role of the OPB staff is limited to providing input only.

Action: Remove from agenda.

Handwritten initials and date:
AJP
2/11/10
EM

11. **09 09 29: a) Police Role within Institutions:** The Employer has noted the Union's concerns for future consideration.

Action: Remove from agenda.

12. **09 09 29: g) FLS Requirements -- All AIS and ACC Locations (plus specifics with regards to Windsor Jail, Vanier, and North Bay P&P):** There is currently no update to provide on the review being completed.

Action: Defer to next meeting.

13. **09 09 29: i) Mental Health Issues:** Several institutions have program capability to address mental health issues. The Union is requesting that the Ministry consider opening a female special needs unit in Eastern Region. The Union commented on the need for staff training on mental health issues.

Action: The employer will discuss CMHA training at AIS. Amalgamate with Infrastructure agenda item.

14. **09 11 24: a) MOA re: Use of Internet:** Roll out being completed March 31, 2010. The Union expressed concern that some locations may not have sufficient resource access for wellness initiatives.

Action: Defer to next meeting for update.

15. **09 11 24: f) P&P Backfill:** The Ministry is developing a clear process for Managers to ensure that there is no backlog.

Action: Remove from agenda.

16. **09 11 24 g) Grievance Improvement Proposals:** Joint meeting is scheduled to take place on April 19, 2010 to improve stage 2 grievance processes.

Action: Defer to next meeting.

17. **10 01 27: a) Security and Inmate Management Recommendations:** Three current pilot sites will be evaluated.

Action: Defer to next meeting.

18. **10 01 27: g) Correctional Officer Recruitment Unit:**
The Ministry is re-allocating surplus bargaining positions resulting from the downsizing of the Recruitment Unit.

Action: The Ministry will provide updated communication to the field.

Handwritten initials and numbers: A circle with 'E', 'PJ', '3', 'J.K.', and 'G.M.'.

Standing Items

1. 10 03 31: Infrastructure updates:

a) **Toronto South Detention Centre:** Construction is well underway. Foundation is being laid. The Union expressed concern that they weren't advised of the Focus Groups that have been held.

b) **South West Detention Centre:** The Community Liaison committee has held its second meeting. The Project is on schedule.

c) **Retrofit HWDC:** The female beds will be operational as of April 12, 2010. The Union requested an updated staffing model.

Action: Management will provide updated staffing model for next meeting.

d) **Retrofit Kenora:** Target date for completion is mid April.

e) **Retrofit OCDC:** Approval of design remains pending.

f) **Niagara Detention Centre Intermittent Unit Addition:** No new information at this time.

g) **Elgin Middlesex Detention Centre Intermittent Unit Addition:** No new information at this time.

2. **SAROC:** The committee is currently renegotiating the TOR and identifying the transformational strategy. Mediator training has been updated. Adjustments have been made to the STAP forms for the field. The committee is also obtaining an update on the status of PDP/Learning Plans. The committee is reviewing the outstanding O'Brien recommendations and the recommendations from employment systems review.

3. **Labour Relations:** Review of activities since the new collective agreement;

- The Ministry has successfully rolled over 260 positions and 40 lateral transfers.
- Two Labour Relations Forums have been held in each region. The next set are being scheduled.
- Interest-based problem solving has been scheduled for the four sites that have not completed the training.
- The ADM has assigned a senior manager to implement recommendations made by the Security Provisions and Inmate Population Management Committee.
- A number of grievances have successfully been resolved prior to going to arbitration. Proposals regarding Stage 2 Grievances are being discussed between the parties.
- Security enhancements have been made in a number of locations.
- A joint working group has been established to review PTSD in Corrections.

Handwritten initials and a circled 'A' are present in the bottom right corner of the page.

- The process for P&P backfilling has been improved.
- A number of joint committees in ACS have been established to deal with long term effects of workload.
- The procurement process will soon be initiated for the dress uniforms. The Union wants to be engaged in the process of assigning points.
- Separate MERC meeting to discuss issues related to specialized groups has been scheduled.

4. **SBU Update and Binder:** Organizational chart along with updated list of SBU advisers and assigned clients/areas has been provided.

Action: Remove from agenda.

5. **Interest Based Problem-Solving training (IBPS):** Remaining sites have been scheduled for training.

6. **Fixed Term Correctional Officer Hours and Number of Unclassifieds:** Ministry provided.

7. **Hardcopy of Superintendents List E-Copy:** Ministry provided.

8. **09 05 12/27: g) JASIC Committee:** Next meeting is scheduled for April 27, 2010.

9. **09 08 20 l) Students:** The Union requested that the Ministry ensure that proper orientation is completed for summer students.

Action: Defer to next meeting.

10. **10 03 31: m) Regional Labour Relations Forum:** Meeting in Central Region recently took place. Next forum scheduled for mid April 2010. Eastern & Western Region have forums scheduled this spring and Northern Region is reviewing possible dates.

11. **09 05 12/27: r) Joint Cost Generating Savings Opportunities:** Analysis on the cable idea has not been completed. Over 90 personal printers have been removed from Corporate Office. New technology will be incorporated in VORs. The use of papers has decreased significantly. The NDC has realized a \$44,000 savings through the Green Project. ACS is working on green initiatives to decrease the number of printed incident reports. Green initiatives are incorporated into cost centre managers' PDPs. Corporate Services Division has assigned Stephanie Lewis to dedicate assistance to Cost Centre Managers with Green Program initiatives. All new office equipment will have to have scanning capability. The Ministry has reduced the number of Blackberries only to those staff members who are assigned on-call responsibilities.

New business items

1. **Grievance Filing Process:** The committee encourages and supports the proper use of forms and process in filling grievances.

Handwritten initials and a circled number 5 are present in the bottom right corner of the page.

2. **Diversity Mentoring Program:** The Program will be expanded and rolled out in a phased approach to ensure program effectiveness and success. The program will not immediately be available for bargaining members.

3. **10 03 31: c) Job trades – Employee Portfolio Exemption List:** The Union requested expansion of classifications.

Action: The Ministry will review.

4. **10 03 31: d) Fixed Term Retirees Non-Contract Renewals:** The Union is concerned that letters were provided to only retirees notifying them that their contracts would not be renewed.

Action: Defer to next meeting.

5. **10 03 31: e) North Bay Jail Acting OM16 Practice:** In response to the Union's concerns, the Employer confirmed that Acting OM16s have full authority to fulfill their responsibilities during the day shifts as long as they have had appropriate management training. The Employer further noted that Acting OMs have constant on-call senior management assistance during evening shifts.

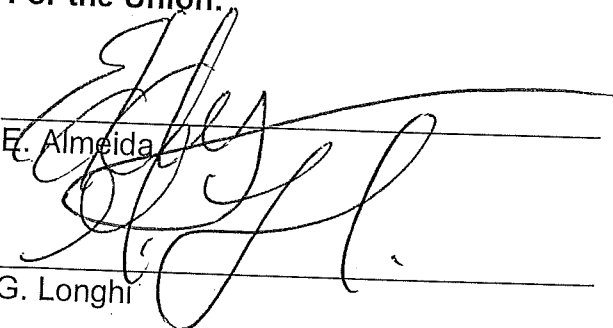
Action: Remove from agenda.

6. **10 03 31: g) CPIC for Redeployment and Health Reassignments from MCSCS to MCSCS:** The Union proposed that CPICs be waived for redeployment and health reassignments within MCSCS and that consideration be given to waiving on a one off basis on assignments between MCSCS and MCYS as this was the practice when redeployment was conducted by the respective Ministries prior to HR Transformation.

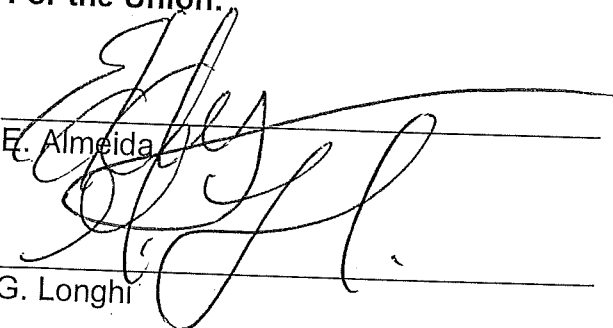
Action: The Employer will follow-up.

Next Meeting: Wednesday, June 2 and Thursday, June 3, 2010. Location changed to 5757 Coopers, Mississauga. Start time: 10:00 a. m.

For the Union:

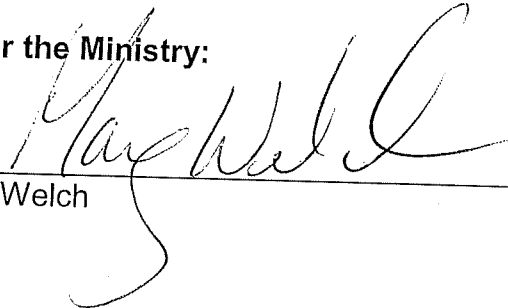


E. Almeida

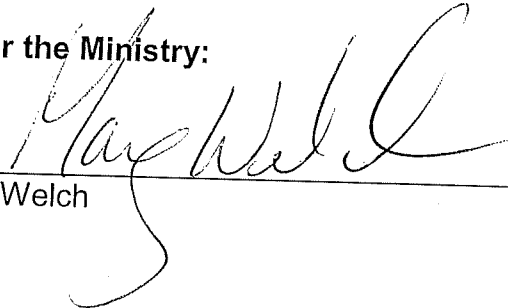


G. Longhi


For the Ministry:



M. Welch

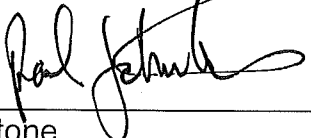


C. Danylchenko

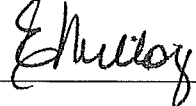


D. Sidsworth

R. Buhagiar



P. Johnstone



E. Milloy



S. Harper