

**Ministry of Community Safety and Correctional Services
Ministry Employee Relations Committee**

Minutes

Wednesday, May 15, 2008
5757 Coopers Avenue
Large Boardroom
10 a.m.

<u>Attendees:</u>	For the Union	For the Ministry
	Dan Sidsworth (Co-Chair) Gord Longhi Paul Johnstone Sandra Harper	Steve Small (Co-Chair) Barry Thomas Kate Karn Mary-Jo Knappett Bill Cooney Christina Danylchenko

Regrets: Eduardo Almeida; David Walker

Guests: Fiona Crean, Assistant Deputy Minister, Organizational Effective Division;
Suzanna Burtchwood, External Consultant for OED

Observer: Gary Lowe, Deputy Superintendent, Operations, EMDC;

Note Taker: Lynn Shallow

Presentations

Fiona Crean, Assistant Deputy Minister, Organizational Effective Division presented an orientation on the Ministry Employee Census. Communications plan to be discussed at next meeting.

Review/Sign off of Previous Minutes

1. November 28 and 29, 2007
2. February 12, 2008

Previous Business

1. Toronto South Detention Centre and South West Detention Centre – Union expressed concerns with Ministry communication being distributed without input and consultation with the Union. Union is concerned with content and language that pertains to the collective agreement. Union requested a follow-up memo to the field for clarification.

Action: Management Co-Chair will discuss noted issues with Marg Welch, Executive Lead.

2. Correctional Officer Recruitment Policy – Union expressed concerns that the agreed upon policy is not adhered to in some areas.

Action: MOU signed by both Employer and Union this date amending the terms and conditions of the MERC Agreements dated February 12, 2008 regarding RPM and Conversion and March 31, 2008 regarding non-CO Vacancies in Adult Institutions Division. Employer Co-Chair will send a copy of the MOA and the process to Superintendents.

3. Ontario Correctional Services College - Employee side provided a draft outline of the sessions content to Employer Co-chair for review with the OCSC.

Action: Employer Co-Chair forwarded to OCSC for final review. Dan Sidsworth to contact Kathryn Biondi to further discuss.

4. Overtime Protocol Sub-Committee -- Provincial Overtime Protocol (POP) amended and signed.

Action: Management to review proposed revisions to Appendix C.

5. Training and Development Committee

Action: The Training and Development sub-committee held their first meeting at which time TOR were discussed.

6. Unclassified Correctional Officer Sub-Committee

Action: Dan Sidsworth to contact Bryan Ross directly. Sub-committee to include representatives from the OMSC.

7. Staffing Strategy Probation and Parole - The Ministry did not commit to have unclassified Probation and Parole Officers (PPOs) with full year and basic training to be given interviews during future open competitions.

Action: Central Recruitment Unit will contact the Union prior to competitions being posted. Remove from agenda.

8. Status Update – Mimico CC

Action: Agreement reached. Remove from the agenda.

9. Labour Relations Forums

Action: North East and North West Regional meeting will be held on June 9 and 10 in Thunder Bay. Other Regions to hold forums at later date.

10. Independent Medical Examination Policy

Action: Meeting was held on May 14, 2008. Sub-committee agreed to joint accommodation process for pilot projects. TOR are being developed.

11. St. Lawrence Valley Correctional & Treatment Centre FTU. Union requesting clarification of BAM allocation.

Action: Bill Cooney will follow up with superintendents.

12. Selection Process for Duty and Development Assignments in Adult Community Corrections.

Action: MOA proposed by Union was tabled at ACC. Content will be added to a best practices document. Bill and Gord to draft communication for distribution to field.

13. Suspensions with Pay

Action: Employer Co-chair provided to ADM for Commissioner's final review.

14. Disclosures: Integrated and Dedicated Youth Justice System

Action: Memo was distributed to field on May 12, 2008.

15. Invitation to Regional Directors to Attend MERC

Action: Standing invitation has been sent to Regional Directors to attend MERC.

16. 07 09 25 d) Institutional Security Threat Unit (Gangs Intelligence)

Action: Employer Co-Chair will request that new MOSB Director meet with Union Co-Chair.

17. 07 09 25 f) Retrofit at Toronto East and West and need to negotiate CWW's

Action: Barry Thomas to contact Superintendents at TEDC and TWDC.

18. 07 11 28/29 b) Tours of facilities outside of Ontario

Action: Barry Thomas will obtain update of the Tour planning information for the next PJOHS meeting.

19. 07 11 28/29 d) North Bay Jail LERC

Action: Training was provided to the North Bay LERC. Remove from agenda.

20. 07 11 28/29 i) Joint study post traumatic stress disorder

Action: Both Co-chairs to discuss Terms of Reference (TOR).

21. 07 11 28/29 j) Provide a Hardcopy of an up to date Human Resources Contact List

Action: Kate provided an updated list to the Union.

22. 07 11 28/29 k) Monteith LERC Minutes of March 30, 2007, Page 3 re RN's and Clarification with respect to application of Appendix 24

Action: Barry Thomas followed up with Superintendent. Remove from agenda.

23. 07 11 28/29 l) Bailiffs --

Action: On March 10, 2008, the Management Co-Chair forwarded the minutes reflecting the last general meeting to the Union. Bailiff department supervisors agreed in principle to form a sub-committee for the Health & Safety committee to speak directly to their issues. They also agreed to do Med Arb for the grievance backlog. On a go forward basis, grievances will be addressed locally with the institutional grievances.

24. 08 02 12 a) Cook Chill RFP

Action: Ministry Co-chair will follow up with HR to obtain clarification on "staffing reduction targets" and provide status update.

25. 08 02 12 b) STAP

Action: Current date with Vice Chair Leighton is set for October 28, 2008. Parties agree to try to obtain an earlier date.

26. 08 02 12 c) TWDC MOA Use of Video or Digital Technology for Disciplinary Interviews

Action: Employer Co-chair provided MOA to ADM for discussion at the June AIS meeting. Kate will forward MOA information to ADM.

27. 08 02 12 d) Military Leave with respect to Article 18 and Appendix 24

Action: Sandra to provide MOA and communiqué to Mary-Jo. Effective date is December 3, 2007.

28. 08 02 12 e) Resumption of Walkerton Jail LERC

Action: Ministry Co-chair will follow up with the Superintendent, Walkerton Jail to support LERC meetings taking place.

29. 08 02 12 f) MCYS YOTA Training

Action: The employer Co-Chair supports the removal of barriers of employment with our Ministry.

Standing Items

1. SAROC - Resumption of committee meetings - SAROC Steering Committee resumed meetings on May 14, 2008. Committee agreed that three sites would be added to the current local SAROC Committees.
2. Labour Relations - Ministry labour regional forums taking place across the province. North Bay Joint LERC training a success. Positive changes taking place at the Toronto Jail.
3. HR Transformation Update – Transformation is ongoing -- next phase will take place on June 1.
4. Ministry Identification and Badges -- As of March 31/08, 5,349 badges have been shipped to institutions, community offices and other cost centres. Total badge expenditure has been \$55,227.35. Another 142 badges orders were filled in April 2008.
5. Interest Based Problem Solving training (IBPS) – Community Corrections working on Interest Based Solving Problem training. Interest Based Solving Problem session held at the Kitchener Probation and Parole Office.
6. MCSCS / MCYS / MCSS - MOA – Distributed for implementation.
7. Cross Ministry Laterals/Job Trades - Additional agreements have been reached relating to Job Trades and Lateral Transfers between the Ministries and OPSEU represented employees whose permanent positions are at specific institutions (Kenora Jail, Thunder Bay Correctional Centre, Hamilton-Wentworth Detention Centre, Ottawa Carleton Detention Centre, Sprucedale Youth Centre and Brookside Youth Centre). Remove from agenda.
8. Unclassified Straight Time Correctional Officer Hours and Number of Unclassifieds to be Provided Quarterly – Confirmed that it is currently being done.

New Business

1. 08 04 03 a) STSP Stats for 2007 ACC and AIS

Action: Kate will provide updated copy for next scheduled meeting.

2. 08 03 04 c) Attendance Management Threshold – Correctional Services Threshold is 11.5 – Community Safety 9.6 which is same as last year.

3. 08 03 04 d) Time Off and Bill Back in the North – Union wants to ensure that the Union representative's signatures are recognized.

Action: Mary-Jo to follow up.

4. 08 03 04 e) Cancelling of Meetings / MERC Composition. Last meeting was cancelled due to unforeseen circumstances – management is committed to hold meetings as scheduled. Employer Co-Chair advised that Debbie Spence will be replacing Don Chillman as a standing member of MERC.

5. 08 03 04 f) Provincial Overtime Protocol Agreement

Action: Employer Co-Chair will review proposed revisions to Appendix C.

6. Contact information for all Superintendents

Action: Lynn will obtain for the Union.

7. COMSOC Policy grievance on CO 1 position

Action: Sandra to forward the November 06 document.

8. OED representation on Employer side of MERC

Action: Employer side requested that representatives from each the Organization Effectiveness Division and from the Union be added to MERC to ensure that issues are referred to the appropriate committee (i. e. SAROC, MERC) through committee role clarification, thereby, avoiding delays and to ensure continuity.

Next Meeting

June 5, 2008, 9:00 a. m. – North Bay (location to be confirmed)

For the Union:

Dan Sidsworth

Gord Longhi

Paul Johnstone

Sandra Harper

For the Ministry

Steve Small

Barry Thomas

Bill Cooney

Kate Karn
