



MEMORANDUM

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

FROM: Ruth Hamilton, OPS Supervisor

DATE: September 12, 2013

SUBJECT: Ministry of Community Safety and Correctional Services
MERC Minutes – September 11, 2013

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 note a MERC referral form should be used when referring unresolved local issues to the ministry level. This form is available at <http://www.opseu.org/ops/merc/MERC%20Action%20Form.pdf>. Upon completion, the document should be forwarded care of the **Job Security Unit** with all supporting documentation e.g. minutes, correspondence, etc.

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

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,

A large, stylized handwritten signature in black ink, appearing to read "Warren Thomas".

Warren (Smokey) Thomas
President

A smaller, more cursive handwritten signature in black ink, appearing to read "Ruth Hamilton".

Ruth Hamilton
OPS Supervisor

/bg

att: **Ministry of Community Safety and Correctional Services Minutes – September 11, 2013**

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

Minutes

Wednesday, September 11, 2013
South West Detention Centre, Windsor

<u>Attendees:</u>	For the Union	For the Ministry
	Dan Sidsworth (Co-chair)	Marg Welch (Co-chair)
	Monte Vieselmeyer	Steve Small (Co-chair)
	Gord Longhi	Emelie Milloy
	Jim Mitchell	Neil Neville
	Jim Paul	Christina Danylchenko

Resources:

- Kevin Sawicki, Director/A, HR Strategic Business Unit
- Pauline Jones, Labour Management Liaison
- Bart Nowak, Team Lead, Corrections Employee Relations, HR Ontario
- Anna Fernandes, Corporate Project Lead, Community Services
- Jenny Cece, Coordinator, Continuity of Operations, Institutional Services

Regrets:

- Mark Dittenhoffer, Manager, Corrections Employee Relations, HR Ontario

Guests:

- Debra Dumouchelle, Area Manager, Windsor P&P Services
- Randy Simpraga, President of Local 135, Windsor Jail
- Rochelle Dozois, Treasurer of Local 135, Windsor Jail
- David Fahey, Chatham Jail bargaining unit representative

Note Taker:

- Lise Ledoux, Program Advisor to the MERC

Introductory Comments:

The committee joined in congratulating the Workload Subcommittee including Emelie Milloy, Debra Dumouchelle and Gord Longhi who were in attendance at the meeting. They received an Ovation Award for their work on the WAT Tool and its implementation.



Previous Business:

Institutional Services items

1. **10 01 27 Correctional Officer Recruitment Unit** – Employer advised that the rank list is not complete and the Regional Director, IS, Western Region will determine the need for further assignment given the recent announcement that the Sarnia Jail will remain open. Also included in this exercise will be the MCYS staff.

Action: Employer to provide the rank list once the new staff have completed the security clearance and FITCO testing.

2. **11 06 02 Transition Updates** – South West DC is substantially complete in regards to construction. They will be offering tours to staff in the next few weeks. The Union is requesting documentation when the ministry takes over the building.

Union raised concerns regarding staffing levels at local feeder institutions going into the Toronto South DC during staff training transition. The Union is requesting that the Toronto South DC be initially opened with inmates in the indirect supervision units to facilitate training and orientation to direct supervision.

The Union inquired about a barrier for the second tier of railings to be installed for both the Toronto South DC and South West DC.

The Union requests that the Health and Productivity Program (HPP) be instituted at both new facilities.

The Employer advised that during the last week of October there will be media and public tours at the Toronto South DC.

Action: The ADM, IS will discuss with the Director of the Toronto South DC and the Director will respond to the Union. Once the barrier material has been chosen, the Union will be advised. Management Labour Liaison to further discuss HPP issue with the ADM, IS.

3. **11 09 28 Length of time for Section 22 investigations to be shortened** – the Rooke Report was shared with the MERC members. The Union is requesting statistics from Correctional Services Oversight and Investigations (number of investigations, type of investigations, length, etc.).

Action: Employer will provide the statistics at the October 17th meeting.

4. **11 11 23 Rank structure** – Union is advocating a rank structure be adopted. Other jurisdictions have various markings on their uniform (i.e., institutional assignments, years of service, etc.). The Union is requesting similar markings for personal achievement on the daily and dress correctional officer uniforms.

Action: ADM, OS to review and respond.

5. **11 11 23 Report writing involving use of force** – the Employer advised that the Ontario Correctional Services College will ensure that a formal evaluation is added to the course when the curriculum is re-written. The Union is requesting statistics on the percentage of staff that have received this training.
- Action: The Employer will provide statistics when available.
6. **12 03 29 Toronto East DC (use of police service/agreements)** – Regional Director, IS, Central Region is scheduling meeting with ministry staff and Toronto Police Service to discuss further.
- Action: Regional Director, IS, Central Region will provide an update to the Union.
7. **12 03 29 Police Liaison Officers in Institutions** – the Employer provided the document entitled “On-site Police Officers Best Practices” was provided to the Union on July 19th. Union reports that these best practices have not been implemented in some institutions.
- Action: The ADM, IS will send a reminder to respective institutions. The parties recommend that the local union executive and the administration at Central East CC, Central North CC and Maplehurst CC meet to discuss the recommendation of the best practices document.
8. **13 06 19 Training Initiatives re: Direct Supervision** – the Union reported that the Direct Supervision committee toured the Niagara County Jail. The Union recommends that further tours not be conducted at this facility. The Union members of the Direct Supervision committee support and are requesting that staff from the Toronto South DC and South West DC tour/job shadow a Direct Supervision facility.
- Action: ADM, OS will review and respond.
9. **13 06 19 Toronto South DC – CAMH proposed delivery model / Union's concerns** – the Union has requested at the Toronto South DC – New Institution Subcommittee to meet with CAMH staff. The Union indicates that no response has been provided and ask that the ADM, IS assist with this request.
- Action: ADM, IS will forward the request to CAMH administration.
10. **13 06 19 Presidential Leave (Hamilton-Wentworth DC)** – this issue is proceeding to the GSB on April 25, 2014.
- Action: Complete. Item to be removed from the MERC agenda.
11. **13 06 19 Custodial training to be made mandatory** – the Employer provided a copy of the memorandum to the Union on July 18th. The Union reports that supervision of inmates is still occurring by non-custodial trained staff at some locations.

Action: ADM, IS will follow up with the respective Regional Director.

12. **13 06 19 EMDC update on infrastructure repairs** – Employer advised that all cell doors and meal hatches are completed. Work on non-cell doors still outstanding. The installation of cameras throughout the building is complete. The front lobby and control project is also complete.

Action: Regional Director, IS, Western Region to update at the next meeting.

13. **13 06 19 Ombudsman's report, Community Service Boards, PPE, level of violence in workplace, next steps** – the Union reports that the Use of Force Subcommittee is reviewing the Ombudsman's report.

The Union is seeking information regarding the ministry's new Community Service Advisory Boards. The Employer advised that the Minister's announcement, media release and Fact Sheet is available on the intranet site. The Union supports these Boards and request that they be involved in the process of implementing these Boards.

The MERC members signed the Memorandum of Agreement regarding Protective Personal Equipment for correctional officers (handcuffs, OC foam and duty notebooks) and will forward to the PJOHSC also for sign off.

Action: Union MERC member will raise this issue regarding Community Service Boards with the Minister.

14. **13 06 19 Employer notification to MERC of incidents** – the Employer provided a copy of the reminder to the Regional Director, IS to the Union on July 19th. The Union co-chair reports that the Regional Directors, IS in the Western and Central regions are in regular contact regarding these notifications.

The Union is requesting a meeting with the ADM, IS to discuss how to debrief following inmate disturbances.

Action: The Union will provide dates to the ADM, IS to schedule a meeting (within the next month).

15. **13 06 19 Union requesting Employer staffing shortage contingency plans / inmate overcrowding contingency plans** – the Employer provided to the Union on July 19th information concerning the Division's contingency plan for staffing shortages during the summer months and the resulting rotating lockdowns.

Action: Employer will continue to provide updates and information as COTA classes are completed. The Employer will also provide an update as to the revised staffing requirement given the announcement that Sarnia Jail will remain open. The Union will raise this issue with the Minister.



Both Community and Institutional Services items

1. **12 05 09 Union Requested a Meeting with the Deputy Minister** – meeting was held on August 12th.

Action: Another is being scheduled.

2. **12 06 19 Assaults on Staff and Level of Violence Statistics** – statistics will be provided at the next meeting between the ADMs and the Union.

The Union reviewed the Blood Testing policy and have no issues.

Action: The Employer to provide statistics.

3. **13 03 21 Staff composition and grouping of MERC sub-committees** – there have been changes.

Action: Parties will provide each other with list of changes.

4. **13 06 19 Stand alone and scope of Correctional Division** – the Union requested an update on their request for a meeting with MGS regarding a proposal to broaden the scope of the Correctional Services Bargaining Unit and stand alone Collective Agreement.

Action: HR Ontario is currently reviewing.

5. **13 06 19 Code of Conduct and Professionalism for all Correctional Services Employees** – an introductory memorandum will be issued by September 23rd. This document is in addition to the Ethical Principles document.

Action: Union will provide comment to the Employer regarding the draft Code of Conduct within two weeks.

6. **13 06 19 Inappropriate Use of Social Media** – memorandums were issued by ADMs.

Action: The Employer will be taking appropriate action.

Standing Items:

1. **Systemic Change Steering Committee (formerly SAROC)** – continue to work on implementation of outstanding items. Recently agreement was signed for System Change Mentoring Program. Next meeting is scheduled for October 1st.
2. **Diversity Subcommittee** – First meeting is scheduled for October 2nd.



3. **Labour Relations / Regional Labour Relations Forum (RLRF)** – no change in the Employer's position. The Union continues to advocate for these forums.
4. **Fixed Term Correctional Officer Hours and Number of Unclassifieds (provided quarterly)** – information provided to the Union on September 10th.
5. **List of current Superintendents** – no update
6. **Employee Stability List** – no update
7. **ASMP Statistics** – statistics were provided to the Union on September 9th. The Union noted that there are delays in some work locations.

Action: Employer informed that the Union provide a list of those locations to the Manager, ASMO.

New Business:

1. **13 09 11 Internet access for local union presidents / alternates** – further discussions will take place away from the MERC table.

Action: Meeting scheduled on September 23rd. Employer to provide an update at the next MERC meeting.

2. **13 09 11 Community Services, rollovers, vacancies, balanced hiring approach (COR 15)** – meeting was held in May and a proposal was submitted to the ADM, CS. The Union has requested that the freeze be lifted on vacancies and that the Employer fill the positions consistent with the Collective Agreement. The Employer provided a copy of the template created to track these statistics to the Union.


The Union questioned whether the Employer is committed to following the Collective Agreement when hiring PPOs.

Action: A meeting will be scheduled to discuss the process.

3. **13 09 11 Community Services, Violations (COR11)** – the Union raised instances that violated the Collective Agreement. One has been grieved. The Union is requesting that the Employer respect the Collective Agreement regarding Appendix COR11 in the future.

The Employer noted that a stage two hearing is being held on September 12th regarding the policy grievance and that there will be two upcoming policy changes referred to the Workload Subcommittee this fall for review and the Employer remains committed to complying with the provisions of the Collective Agreement.

Action: ADM, CS will provide an update at the next MERC meeting.



4. **13 09 11 Public relations** – the Communications Branch has been working on a policy regarding social media. Central government approval is required. Presently ministry uses for emergency purposes only.

Action: ADM, IS will provide contact names in the Communications Branch to the Union. Employer will provide an update at the next MERC meeting.

5. **13 09 11 Bailiffs Division meetings** – the Union continues to request two members from the PJOHSC (employer and employee) attend bailiff department meetings.

Action: ADM, OS to respond.

6. **13 09 11 Tour of Ottawa-Carleton DC** – Union is requesting a tour during the National Union of Public General Employees; Justice Worker's conference in Ottawa, September 26 and 27, 2013. Employer has agreed to this tour.

Action: Union to provide the date, time, list of participants to the Superintendent, Ottawa-Carleton DC with a copy to the Regional Director, IS, Eastern Region. Attendees are reminded to bring appropriate identification.

7. **13 09 11 Review of Recreation Officer Positions in Remand settings** – positions will be included in the Toronto South DC and South West DC staffing models and upon review of the evaluation, a decision will be made whether these positions will be expanded into other facilities.

Union raised concerns regarding the lack of exercise equipment available to inmates at the Toronto South DC.

Action: The Director, Toronto South DC will provide a schedule of program activities.

8. **13 09 11 Transition Exit Initiative** – costs are paid out from respective program areas/divisions. The Union reports that as of August 14th, 36 correctional officers have requested TEIs and none have been approved. The Employer advised that there likely would not be any approved TEIs for correctional officers as the ministry is currently hiring correctional officers. However, there may be some opportunities for non-correctional officers.

Action: SBU will share the list of applicants with both the Employer and the Union.

9. **13 09 11 Presidential Leave** – the Union is requesting a review of the MOA dated April 8, 2011 specific to the local presidents leave and the need to expand hours at some work sites.

Action: Labour Management Liaison will undertake this task.




10. **13 09 11 Peer Mentoring Program** – the Training and Development Subcommittee met on September 4th and provided a copy of the draft opportunity bulletin for review and approval by MERC.

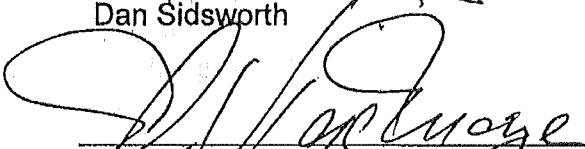
Action: A joint communiqué will be signed by the MERC co-chairs and distributed to the field by the end of September.

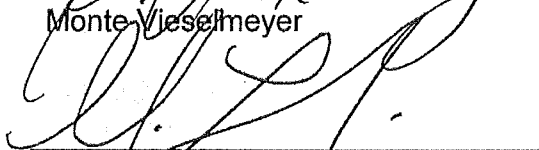
Next Meeting:


Date: Thursday, October 17, 2013
Time: 9 a.m.
Location: 25 Grosvenor Street, 16th Floor, Boardroom A

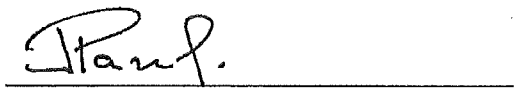
For the Union:


Dan Sidsworth

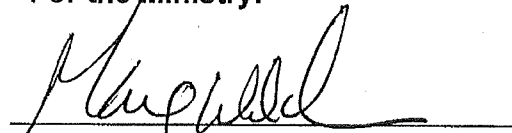

Monte Vieselmeier

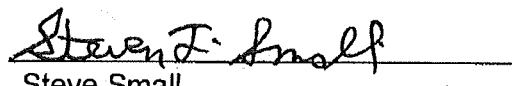

Gord Longhi

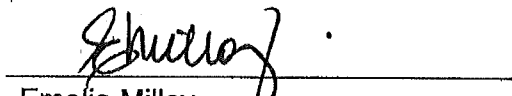

Jim Mitchell


Jim Paul

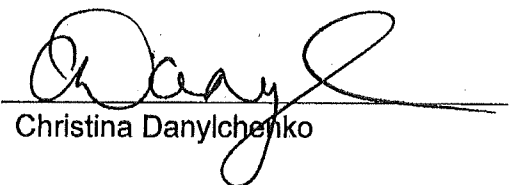
For the Ministry:


Marg Welch


Steve Small


Emelie Milloy


Neil Neville


Christina Danylchenko