

Ministry Employee Relations Committee - Corrections

Ministry of the Solicitor General

Minutes

Thursday, June 20, 2019
Ontario Correctional Institute

Attendees

For the Union

- Chris Jackel (Co-chair)
- Chad Oldfield
- Scott McIntyre
- Janet Lavery
- Chris Abbott
- Sandra Harper

For the Ministry

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

Resources

- Kevin Sawicki, Director, HR Strategic Business Unit (SBU)
- Brian Scott, Manager, Employee Relations, Bargaining and Compensation
- Bart Nowak, Manager, Community Safety and Strategic Labour Relations, HR SBU

Guests

- Chris Walpole, Director, Corrections Modernization, Justice Technology Services
- Nils Riis, Manager, Strategic Business Unit
- Emely Coleman, Head of Correctional Services Recruitment
- Shaunna Hubert, Senior Business Analyst, French Language Services, MAG
- Sabine Derbier, FLS Coordinator, French Language Services, MAG

Observers

- Adam Cygler, local President, Ontario Correctional Institute
- Enrico DeMatteo, Corporate OPSEU Staff

Note Taker

- Lise Ledoux, Employee Relations Committee Coordinator

Previous Business

Institutional Services items

1. **14 01 14 eRoster** – being installed at the Central North CC. An eRoster demonstration has been scheduled for October 8th.

Action: Update to be provided at the next meeting.

2. **16 09 14 Issues Affecting Correctional Nurses** – the Union raised several concerns following recent meetings including the introduction of a professional responsibility workload report form. Union is asking for continued discussions between the nurses, Operational Support Division and the Union.

Action: Union to submit written concerns to the Employer prior to the September MERC meeting.

3. **17 04 05 Application of the Suicide Policy** – no update.

Action: Employer to respond to the Union's feedback on draft policy.

4. **17 06 12 OTIS Access for Correctional Officers** – learning session was held on May 14th. Union provided recommendations to the Employer on May 31st for increased OTIS access.

Action: Employer to review the recommendations and respond.

5. **17 06 12 Recreation Officers Training/Job Competitions** – Union provided recommendations to the Employer on June 7th.

Action: Employer to review the recommendations and respond.

- 6. 17 12 12 Correctional Officer Performance Appraisals** – SBU provided an update and shared draft documents with the Union.

Action: Union to review and provide feedback by July 29th.

- 7. 18 01 24 Behavioural contracts for inmates** – Union provided feedback to the Employer on June 7th.

Action: Employer to review the recommendations and respond.

- 8. 18 06 01 Direct Supervision (DS) Training for TSDC and SWDC** – DS Subcommittee meeting scheduled for June 26th. Training dates still to be determined (tentative August).

Action: Update to be provided at the next meeting.

- 9. 18 06 01 Allocation of FXT resources** – Correctional Services Recruitment Unit provided an explanation of the methodology and data used surrounding allocation of Fixed Term Correctional Officers.

Action: Remove item from the agenda.

- 10. 18 09 06 Institutional Services HPP Subcommittee** – Union waiting response from the Employer co-chair of the IS HPP Subcommittee regarding refresher training. Union raised concerns regarding the Subcommittee's processes.

Action: Employer will follow up regarding refresher training and undertake to develop performance indicators for the HPP.

- 11. 18 09 06 Expression of Interests (EOIs) and Local CWWAs** – Union requesting a transparent and consistent process that allows for the employee to receive feedback if they are not successful to allow for self-development and allow for a dispute resolution.

Action: Employer will respond.

12.18 09 06 Segregation Unit Workload – Employer advised that provincial rollout of 600 mobile devices (electronic tracking solutions) is expected to be in Q4 of this fiscal year. The project recently kicked off an initial work is underway and the project is on track.

Action: Update to be provided at the next meeting.

13.18 10 16 Hamilton-Wentworth DC (HWDC) Issues – meeting between local parties and MERC representatives was held on May 21st. Parties reached terms through an MOA.

Action: Remove item from the agenda.

14.18 10 16 Toronto South DC Issues – direct supervision issues have been referred to the DS Subcommittee. Outstanding issues related to health and safety will be dealt with at a separate local Health and Safety meeting with the PJOHSC co-chairs. Parties agree that one Union MERC representative will attend this meeting.

Action: Remove item from the agenda.

15.18 10 16 Quinte DC – count pressures are discussed at the PJOHSC table.

Action: Remove item from the agenda.

16.19 04 25 Expired Training – Union provided feedback to the Employer on June 7th.

Action: Employer to review feedback and respond.

17.19 04 25 RPMs – no concerns identified at this time.

Action: Remove item from the agenda.

18.19 04 25 CWWAs (OCI) – matter has been resolved.

Action: Remove item from the agenda.

19.19 04 25 Denial of LOA requests (OCI) – matter has been resolved.

Action: Employer will send a reminder to Superintendents on the four fold test which can be used when evaluating special and compassionate requests from staff. Employees are obligated to provide as much relevant detail when submitting their requests to allow the Employer to make a determination.

20.19 04 25 Dog Handler Pilot – Employer is in the process of updating the canine handler policy manual. The Union has concerns the Employer has violated and continues to violate articles of the CA including but limited to COR 4.7 (Schedules), overtime, callback, statutory holidays, travel time. The Union requests that the Union be party to all future discussions and meetings.

Action: Employer will share the policy when available. Employer will consider the Union's request.

21.19 04 25 Dress Uniforms – Employer shared the links with the Union on April 26th (Regular Duty and Dress Uniform Standards and Staff Clothing Catalogue, Entitlements, Guide to garment measurements and Sizing Charts, Staff Clothing Procedures). Union identified that information surrounding receiving a dress uniform and required documentation is not user friendly.

Action: Employer will request the Communications Branch and Operational Support Division to review the identified issues.

Community Services items

1. 14 09 10 PPO Staffing Issues – Union has reviewed the Backfill Pool documents and Parties will meet to finalize.

Action: Meeting scheduled on June 27th to finalize the documents.

2. 17 09 27 PPORP Rollovers – discussions continue.

Action: Meeting scheduled on June 26th.

3. **18 06 01 Caseload Statistics** – Union requesting caseload statistics and protocol cases.

Action: Employer has actioned this request and will provide statistics when available.

4. **18 12 12 STICS** – Union provided the Employer with a list of questions as they pertain to various pending and/or current STICS studies.

Action: Employer will share information regarding the current STICS study with the Union.

5. **18 12 12 STICS Living Study** – has been shared and the Union confirmed receipt.

Action: complete. Remove item from the agenda.

6. **19 04 25 New IT Improvements:–**

- a) **Northern Remote Reporting/Counselling** – a proof of concept is being considered; an analysis is underway in respect to increasing network capacity.

Action: Update to be provided at the next meeting.

- b) **Network Capacity** – see Modernization Division Standing Item number 2.

Action: Remove item from the agenda.

- c) **OTIS External Program Tracking** – no update.

Action: Employer will provide ongoing updates when available. Move to Both Institutional and Community Services Items.

7. **19 04 25 Community Services Review** – Parties discussed the CS review. Union is in receipt of the Request for Bid (RFB) which is publicly posted. Union is requesting that the Employer provide information on the successful vendor.

Action: Employer will provide updates to the Union.

Both Institutional and Community Services Items

1. **18 12 12 Transition Exit Initiative (Appendix 46 Central Agreement)** – no new updates.

Action: Update to be provided at the next meeting.

2. **19 04 25 French Language Services (FLS)** – Union reviewed the documents received from FLS and submitted questions following their review and FLS responded to the Union's questions.

Employer shared a report with the number of positions designated per classification/worksites on May 29th.

Action: Remove item from the agenda.

3. **19 04 25 Ontario Budget** – the Union relayed that the media reported a \$36-million cut to the correctional services program. The Union is seeking clarification on what is being cut from this amount.

Action: Employer provided the [link to 2019 Ontario Budget](#).

4. **19 04 25 New Collective Agreement (CA)** – Parties shared the list of their respective members for the BMERC and a meeting is in the process of being scheduled.

Action: Union to share the list of Corrections Review Committee members and the Employer will schedule a meeting.

Employer will schedule a meeting no later than August 30th regarding the letter of understanding in the new CA transferring Corrections inmate transportation to include discussion for future models of service delivery regarding offender transportation/implementation.

Standing Items

1. **Employment Stability List** – no active members on the list.
2. **Modernization Division** – MOD provided an update on the upgraded bandwidth and configuration of servers. 66 of the 122 identified sites have been completed and MOD project completion of all sites in November 2019.

3. **Women Secure Treatment Unit (WSTU)** – no update.
4. **Transition Updates** – May 7th meeting was rescheduled and held on June 5th with a follow up meeting on June 18th to discuss transition related matters.
5. **JAHN Settlement and Remedies** – slide deck shared with members.
6. **Statistics** – Union requested statistics on Opioid overdoses. Employer advised that same request is at the PJOHSC table and statistics will be provided when available.
7. **New builds for Ottawa-Carleton DC and Thunder Bay CC/Jail** – the workbooks with comments from the staff in both Thunder Bay and Ottawa have been received by the Infrastructure Investment Project team.

The team is currently rolling up the comments and teasing out those related to building design. From the comments and those from the project team analysis there are several revisions based on suggestions that we will want to make. As such, we have asked the consultants to provide updates to the drawings. Following the drawing submission, Infrastructure Ontario examines them for clarification and cost validation. We should have the revisions by the end of August. Our plan is to be sharing these drawings for comments and input through active engagement sessions on site in Thunder Bay.

With respect to Ottawa, Infrastructure Ontario is still actively searching for property. The challenge is finding property of sufficient size with supporting opportunity for site servicing. We appreciate the continued engagement of the Ottawa transition team in providing input to drawings as they will form the basis of the document that will be used once we move forward.

8. **Staffing Audits** – ministry has not yet received the master capital planner's document and the Employer will advise the Union once received.
9. **Memorial Event** – Union suggests that planning for next year commence in early January 2020.
10. **Community Hubs/Justice Centres** – no update at this time.

New Business

- 1. Compensation Time Off (CTO)** – Union advised that some institutions are issuing directives stipulating a black out period for CTO. This is a breach of the Collective Agreement. The only black out period is December 20th to 31st. Union requested that this cease and instead encourage local agreements.

Action: MERC requests via these minutes that LERCs negotiate CTO usage locally.

- 2. Personal Electronic Devices** – Union requested that the Employer revisit this policy.

Action: Employer will review and consider.

- 3. LERC North Bay Jail** – Union requested that all non-ministry/non-custodial trained persons be monitored while with inmate(s) i.e., interview rooms, program room.

Action: Employer will review the situation and respond.

- 4. Offender Transportation Operations** – Union requested participation in discussions/meetings regarding future plans (HEAT, community escort training, OHS 98-05 OLRB order, HPRO/community escort protocol, etc.).

Action: Further discussion on HEAT, community escort training, OHS 98-05 OLRB order, HPRO/community escort protocol, etc., to take place at the PJOHSC table. Discussion around staff realignment will continue at the Transition table.

- 5. Workload Implications** – Union has concerns with staff workload implications and request an analysis of the prevalence.

Action: Employer will consider the Union's request.

- 6. New Probation and Parole Hires** – the Employer clarified that 21 PPOs graduated from the Correctional Services Recruitment and Training Centre.

Action: Remove item from the agenda.

7. Parole Policy Changes – Union recognizes that updated parole policy requires PPOs to submit complete PPRs four weeks in advance of the offender hearing date. Likewise, the Union is asking for same or similar timelines (i.e., minimum four weeks) to complete the PPR. Employer and the OPB have a working group where these issues are discussed.

Action: Remove from the agenda.

8. Memorandum of Agreement (MOA) for Non-COs and Non-PPOs – Union requested a MOA rollover eligibility for non-correctional officers and non-probation and parole officers. Parties agreed that there will be two separate MOAs.


Action: Update to be provided at the next meeting.

Next Meeting


- Wednesday, September 25, 2019 (Union to determine location)

Signatures

For the Union:




Chris Jackel



Chad Oldfield

Scott McIntyre



Janet Lavery



Chris Abbott

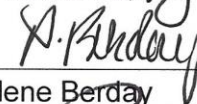


Sandra Harper

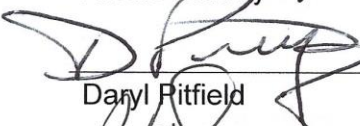
For the Ministry:




Christina Danylenko



Arlene Berday



Daryl Pitfield



Barb Forbes