

# Ministry Employee Relations Committee - Corrections

## Ministry of the Solicitor General

### Minutes

Wednesday, June 24, 2020

Via Microsoft Teams

### Attendees

#### For the Union

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

#### For the Ministry

- Daryl Pitfield (Co-chair)
- Barb Forbes (Co-chair)
- Christopher Moore
- David Wilson
- Christie Hayhow

#### Regrets

- Chris Abbott

#### Resources

- Sia Romanidis, Team Lead, Employee Relations Branch, TBS
- Bart Novak, Manager, Community Safety and Strategic Labour Relations, HR SBU
- Kevin Sawicki, Director, HR Strategic Business Unit

#### Observers

- Adam Cygler, Local President, Ontario Correctional Institute
- Tina Flood, Manager, Employee Wellness

#### Note Taker

- Lise Ledoux, Employee Relations Committee Coordinator

## Announcement

Members welcomed Adam Cygler who will join the MERC team as the Union representative for multi-categories as of July 6, 2020.

## Previous Business

### Institutional Services items

1. **17 06 12 OTIS Access for Correctional Officers** – Employer continues to review the Union's comment/feedback.

Action: Employer to respond by July 31<sup>st</sup>.

2. **17 06 12 Recreation Officers Training/Job Competitions** – Employer drafting an ADM directive stating recreation officer parameters.

Action: Employer will share the draft directive with MERC members within the next two weeks.

3. **18 09 06 Institutional Services HPP Subcommittee** – subcommittee held a meeting on June 16<sup>th</sup>. Training materials and forms were updated. Discussion held regarding training options (in-person vs. virtual) and training sessions will resume upon development of a regional schedule.

Action: Move to Standing Items for future updates.

4. **18 09 06 Segregation Unit Workload** – A rollout plan is being reviewed following the impacts of COVID regarding the timelines for the project.

Action: Update to be provided at the next meeting.

5. **19 04 25 Dog Handler Pilot** – Employer responded to the Union's concerns. Union submitted additional comments regarding ongoing concerns. Union advocated that a permanent Unit be established. Union requested a copy of the policy manual.

Action: Employer to respond at the next meeting.

- 6. 19 06 20 Personal Electronic Devices** – Employer drafting an ADM memorandum stating that electronic devices are only to be utilized in specific areas.

Action: Employer to draft correspondence and share with the Union.

- 7. 19 12 11 Agency Nurses in Institutions** – deferred.

Action: Union reviewing the survey results.

- 8. 19 12 11 Staffing Level Analysis** – deferred.

Action: Employer to have further discussions and respond.

- 9. 19 12 11 Issues referred from Thunder Bay Jail LERC** – Union provided recommendations to alleviate some of the pressures both short and long term.

Action: Employer to review and respond by July 31<sup>st</sup>.

- 10.20 02 12 Entry level training for new institutional non-correctional officer hires** – Employer reviewed the draft proposal and provided comments to the Union.

Action: Union to review and respond by July 31<sup>st</sup>.

- 11.20 02 12 Security Threat Group Training** – Employer reviewed the draft proposal and is supportive in pursuing.

Action: Employer is seeking further information prior to responding.

## **Community Services items**

- 1. 14 09 10 PPO Staffing Issues** – Co-chairs of the subcommittee met in February and agreed to defer the launch of the Backfill Pool until at least the fall of 2020.

Action: Update to be provided at the next meeting.

- 2. 18 12 12 STICS** – ADM, CS memo was issued on May 12, 2020 that indicated a transition to a made in Ontario model for Cognitive Behavioural Intervention.

Action: Remove item from the agenda.

## **Both Institutional and Community Services Items**

- 1. 18 12 12 Transition Exit Initiative (Appendix 46 Central Agreement)** – TBS have separated OPSEU statistics between Corrections and Unified tables.

As of May 31<sup>st</sup>, 92 OPSEU-Corrections only applications were approved, 445 total applications and 21% approval rate.

Action: Update to be provided at the next meeting.

- 2. 19 06 20 OTIS External Program Tracking** – User Acceptance Testing has been passed. The screen and reports are being moved to production phase. The launch date is tentatively set for early fall. This tracking is replacing the current manual program tracking.

Action: Move to Standing Items for future updates.

- 3. 19 06 20 Memorandum of Agreement (MOA) for Non-COs and Non-PPOs** – A Community Services Office Administration Group Recruitment Process (CSOARP) Agreement was signed on February 12, 2020 and was communicated to the field where permanent OAG vacancies will be filled by a balanced approach and following the sequence of lateral, competition, rollover.

Action: Remove item from the agenda.

- 4. 19 09 25 Monitoring of Adult Correctional Offenders** – No update.

Action: Update to be provided at the next meeting.

- 5. 19 09 25 COR10 Surveillance in Correctional Workplaces** – No update.

Action: Remove item from the agenda.

- 6. 20 02 12 Review Committee** – In the 2019-2021 OPSEU Corrections Collective Agreement, the Parties agreed to establish a new subcommittee of both MERC and the PJOHSC with the time limited mandate to review the existing terms of reference document(s), committee reporting relationships, and committee composition of Corrections MERC and PJOHSC subcommittees. The Parties further agreed that upon the completion of the review the Review Subcommittee would be disbanded.

Over the past few months, the Union and the Employer have collaboratively worked together to review the mandates of the MERC subcommittee(s) and the parties have come to an agreement on the future of these subcommittees as outlined in the Review Committee Minutes. With the completion of the review, the Review Subcommittee is officially disbanded.

In addition, the Union and the Employer have agreed to the creation of a MERC/PJOHSC referral form. Subcommittees of both MERC and the PJOHSC can refer items to the ministry committee in an effort to gain resolution, review, or approval of a subcommittee item. Subcommittees who wish to refer an item to either the MERC or the PJOHSC will need to jointly fill out the form and submit it to the Employee Relations Committee Coordinator and to both the Employer and Union Ministry Co-Chairs.

Action: Employer will share all signed TORs with the regional directors for distribution and the Union will share with local corrections presidents and RERCs.

Remove item from the agenda.

## **Standing Items**

- 1. Employment Stability List** – no active members on the list.
- 2. Modernization Division** – No update.
- 3. Women Secure Treatment Unit (WSTU)** – No update.
- 4. Transition Updates** – 153 new rollovers at the Toronto South DC and the Ontario Correctional Institute temporary transition of staff to Maplehurst CC.
- 5. JAHN Settlement and Remedies** – Final report was provided.
- 6. Statistics** – No update.

## 7. **New builds for Ottawa-Carleton DC and Thunder Bay CC/Jail –**

**Thunder Bay:** A further staff engagement has been scheduled for two days in June and will provide any update to the design development. This will be a virtual meeting. Work continues to advance the Project Specific Output Specifications document towards 90% completion. The target date for completion is Summer 2020.

**Ottawa:** Infrastructure Ontario continues to search for property to meet the needs of the Ministry.

## 8. **Staffing Audits – No update.**

9. **Memorial Event** – The memorial event was deferred due to COVID-19. However, on May 7, 2020, a special video message talking about the sacrifices that have been made in the past and the present was prepared and communicated to staff ([link to video message](#)).

10. **Community Hubs/Justice Centres** – planning has been delayed due to COVID-19. The London Community Justice Centre has made some progress.

Parties agree that this will remain as an agenda item at MERC as well as be added to the RERC agendas where CJs are located.

11. **Correctional Officer Performance Appraisals** – The deadline for fixed-term Correctional Officer performance reviews was extended from March 31<sup>st</sup> to June 30<sup>th</sup> to account for the COVID-19 outbreak. Following the deadline, the results of the initiative will be analyzed, and feedback will be collected from the respective managers to determine what worked well and what needs to be improved. This will inform next steps with respect to the Correctional Officer performance review initiative.

12. **eRoster** – Deployment of eRoster to new sites has been temporarily deferred as part of the ministry's COOP response to COVID-19. New implementation timeframes will be assessed as part of broader project restart discussions in Corrections. During the pause, the project team continues to work on enhancing eRoster and provide support to sites currently using the system. Questions regarding training, training coordination or use of eRoster, should be directed to a Supervisor. Technical issues or errors encountered using eRoster must be reported to the OPS IT Service Desk.

**13. New IT Improvements: Northern Remote Reporting/Counselling** – The project has been brought forward to JTS and exploring immediate solutions to allow for video calls with offenders, victims and other collaterals.

**14. Issues Affecting Correctional Nurses** – No update.

**15. Standing Policy Updates**

a) **Suicide Policy** – waiting on the new policy.

**16. Institutional Security Teams (IST)** – No update.

**17. Community Services Review** – In February 2020, a communiqué was shared with the field and the executive report was shared with OPSEU. A meeting was held with the ADM, CS on February 21, 2020 and discussions took place regarding engagement and next steps. The Union requests to have representation at engagement opportunities.

## **New Business**

**1. Appendix COR10/Appendix COR17/Fact Finding Investigations** – Union raised concerns with the perceived inconsistencies in the utilization and factfinding aspects of COR10/COR17.

Action: Union to share specific occurrences in writing to the Employer for review, response and discussion.

**2. GAIN Q3 Assessment Tool (Addiction Counsellor training)** – Union raised concerns that there is position overlap between addiction counsellors and social workers regarding the assessment tool. Union asserts that these are two separate and distinct classifications that should not be used interchangeably.

Action: Employer to review and respond.

**3. Diversity Indigenous and Inclusion Action Committees (DIAC)** – Presentation provided by the MERC Diversity Subcommittee co-chairs regarding rollout plan and proposed timelines for DIACs which are supported by MERC.

Action: Co-chairs will share the rollout plan with both IS and CS. Remove item from the agenda.

- 4. Monitoring Technology-Based Supervision Conditions** – Union requested clarification of PPO role in monitoring, administering and enforcing technology-based supervision conditions. Union recognizes the importance of these conditions.


Action: Union to share written examples to the Employer for review and response.

## Next Meeting

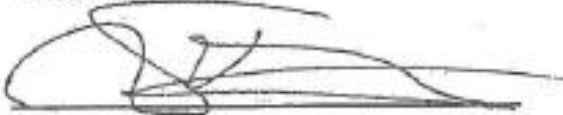
- Wednesday, September 23, 2020 (tentative St. Lawrence Valley CTC)


## Signatures

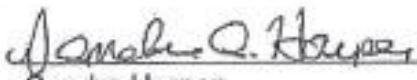
**For the Union:**

  
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Chad Oldfield

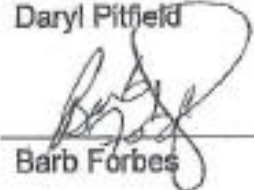
  
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