

# Ministry Employee Relations Committee

## MCSCS - Correctional Services

### Minutes

Thursday, September 6, 2018

OPSEU London Regional Office, 1092 Dearness Drive, London

### Attendees

#### For the Union

- Monte Vieselmeyer (Co-chair)
- Scott McIntyre
- Chris Jackel
- Chad Oldfield
- Sandra Harper

#### For the Ministry

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

#### Resources

- Bart Nowak, Director, HR Strategic Business Unit
- Laura McCready, Team Lead, Employee Relations, Bargaining and Compensation

#### Guests

- Brian Cowan, Manager, Fleet Management Centre (teleconference)

#### Observers

- David Wilson, Regional Director, Institutional Services, Western Region
- Shawn Phillips, Superintendent, Stratford Jail
- Todd Snider, Local President, Stratford Jail
- Brad Easter, Local First Vice-President, Elgin-Middlesex DC
- Janet Laverty, Local President, Elgin-Middlesex DC
- Graeme MacLean, Local Second Vice-President, Elgin-Middlesex DC

#### Note Taker

- Lise Ledoux, Employee Relations Committee Coordinator

## Previous Business

### Institutional Services items

1. **14 01 14 eRoster** – most recently launched at the Fort Frances Jail. Currently reviewing all launch tasks, looking for ways to manager risk, optimize, improve and re-baseline the project plan for the remaining locations.

Action: Employer to schedule a second demonstration/training session.

2. **16 09 14 Issues Affecting Correctional Nurses** –

Action: Employer to schedule a meeting with the Modernization Division.

3. **17 02 01 Union's Proposal for a Full Institutional Search utilizing Body Scanners outside of the Weapons Threat Protocol (Pilot)** – the Union is requesting that the pilot be conducted at the Elgin-Middlesex DC in place of the Toronto East DC.

Action: Request for pilot is deferred to the next meeting.

4. **17 02 01 Local President Leave** –

Action: Deferred.

5. **17 04 05 Application of the Suicide Policy** – revisions being made.

Action: Employer to share a draft with the Union.

6. **17 06 12 OTIS Access for Correctional Officers** –.

Action: Employer to schedule a training date.

7. **17 06 12 Recreation Officers Training/Job Competitions** –

Action: Employer to provide an information package and a meeting to be scheduled with the Union to review.

- 8. 17 09 27 Management of Assaultive Inmates** – the Union provided feedback on the draft Terms of Reference (TOR). Changes made to the TOR and signed off.

Action: Update to be provided at the next meeting.

- 9. 17 12 12 Correctional Officer Performance Appraisals** – Employer shared a high level project plan.

Action: Employer to provide a list of institutions that currently complete appraisals. The project plan will be shared with members.

- 10.18 01 24 Behavioural contracts for inmates** –

Action: Employer to discuss with operational policy and clinicians to share further details regarding application and policy implications.

- 11.18 06 01 Direct Supervision (DS) Training for TSDC and SWDC** – the July 27<sup>th</sup> COTA graduates assigned to TSDC are being provided the training. Going forward, graduates assigned to TSDC and SWDC will receive DS training as part of their institution orientation. Union is requesting that Union MERC members receive the training.

Action: Employer will share the training plan for staff that have not received the DS training. Employer will arrange for Union MERC members to receive the training.

- 12.18 06 01 Request to change minimum required hours for FXT rollover eligibility** – Employer has agreed to reduce the rollover eligibility from 18 months to 12 months.

Action: Memorandum of Understanding to be drafted.

- 13.18 06 01 Hiring of FXTs under the Provincial Overtime Protocol (POP)** –

Action: Deferred. To be discussed at the next POP meeting.

#### **14.18 06 01 Allocation of FXT resources –**

Action: Employer will share the list with the Union. Further discussions to take place.

#### **15.18 06 01 Appendix COR15 Provincial Staffing Levels –**

Action: Deferred.

### **Community Services items**

- 1. 14 09 10 PPO Staffing Issues** – materials for the Backfill Pool are being revised. Union raised concerns where there is a disparity in the financial compensation between the home position and the PPO position. Employer understands the concerns.

The Union continues to advocate for additional staff. The Parties continue to discuss the possibility of increases to staffing levels.

Action: Update to be provided at the next meeting.

- 2. 17 09 27 PPORP Rollovers** – 2017 statistics provided to the Union. Union expressed concerns regarding how time is credited between fixed-term vs. regular staff on temporary assignments as a PPO.

Action: Parties continue to discuss.

- 3. 18 06 01 Launch of Peer Mentorship** – Community Services MERC co-chairs continue to discuss an appropriate launch date. The Union raised concerns that the development of the e-learning module has not yet started.

Action: A launch date is to be determined.

- 4. 18 06 01 Caseload Statistics** – a sample report to include protocol cases is being prepared by the Employer for discussion with the Union.

Action: Update to be provided at the next meeting.

## Both Institutional and Community Services Items

1. **16 09 14 Retired Ceremonial Unit members attending events** – updated draft note has been received.

Action: ADMs will provide a finalized draft to MERC.

2. **17 09 27 MOA for non-correctional officers and non-probation and parole officers** –

Action: Deferred.

3. **18 01 24 Employer's Use of Telematics collected** – Manager, Fleet Management Centre provided a brief presentation and responded to questions.

Action: Remove item from agenda.

4. **18 01 24 ASMP** – statistics as of July 20<sup>th</sup> were shared on August 13<sup>th</sup>.

Action: Statistics to be shared quarterly. Move under “Statistics”.

5. **18 06 01 Community Hubs Initiative** – Employer has reviewed the presentation materials and seeking a status update on this initiative.

Action: Update to be provided at the next meeting.

6. **18 06 01 Employee Attendance Support Program (EASP)** – slide deck was shared on August 15<sup>th</sup>.

Action: Remove item from agenda.

## Standing Items

1. **MERC Diversity Subcommittee** – no update. Next meeting is scheduled for September 12<sup>th</sup>.
2. **Employment Stability List** – no active members on the list.

3. **Direct Supervision Subcommittee** – September 18<sup>th</sup> tour and job shadowing has been postponed. Next DSS meeting is scheduled for September 19<sup>th</sup> via teleconference.
4. **Modernization Division** – no update.
5. **Women Secure Treatment Unit (WSTU)** – waiting the release of the RFP for the prime consultant. The project schedule including timelines for operational planning will be updated once the RFP has been released.
6. **Transition Updates** – process of filling front line (institution and probation and parole office staff) vacancies continues as required. Med/Arb session is scheduled for September to resolve transition related grievances.
7. **JAHN Settlement and Remedies** – Union met with the Independent Reviewer and Independent Advisor. An additional meeting to be scheduled.
8. **Statistics** – the Employer shared fixed term numbers across the provincial and institutional breakdown as well as the list of OPSEU bargaining unit staff on suspension.
9. **New builds for Ottawa-Carleton DC and Thunder Bay CC/Jail** – during the week of August 13<sup>th</sup> the Planning, Design and Conformance team hosted sessions with the Thunder Bay Transition Team as well as MERC, PJOHSC and Ottawa-Carleton representatives. The draft design was reviewed by the team. Correctional Update articles will inform staff of the progress. Planning work continues for the new build in Ottawa.
10. **Institutional Services HPP Subcommittee** – Union advised that some institutions have requested for additional training.  
  
Action: Union to provide list of institutions requesting additional training to the Employer.
11. **Provincial Audits** – no update.
12. **Community Services HPP Subcommittee** – next meeting is scheduled for October 10<sup>th</sup>. The subcommittee will undertake to the review the MCYS HPP subsequent to a presentation by the MCYS HPP co-chairs.

**13. Section 22 process** – no update.

## **New Items**

- 1. Distribution of Minutes** – Employer directed cost centres to save the minutes on public drives for access by all staff. Employer suggests that subcommittee updates be removed from the MERC Standing Item agenda as subcommittee minutes are now available to all staff.

Action: Employer will include MERC/PJOHSC members on the distribution of all minutes. Subcommittee updates on MERC minutes will be discontinued (Standing Items 1, 3, 10 and 12 will be removed).

- 2. Institutional Cleaning** – PJOHSC Union members requested that the issue of lack of staffing to comply with the ministry's cleaning policy be brought to the MERC table for discussion.

Action: Employer will review and respond.

- 3. Provincial STICS Advisory Committee (PSAC)** – to clarify, the RERC co-chairs or a RERC alternate will be the member of this committee.

Action: Remove item from agenda.

- 4. Recovery Science** – Union raised concerns over a court ordered electronic monitoring through a third party as a condition of probation despite the ministry having its own program (Electronic Supervision Program). The PPO continues to supervise the probation order. The Employer advised that this was a unique occurrence and there is no prohibition in legislation and is not aligned with ministry policy.

Action: Employer continues to educate and provide information to justice partners regarding the ministry's ESP. Remove item from agenda.

- 5. Provincial ILO Committee** – one meeting was held in June. There are two ILOs from each region on the committee. Next meeting is scheduled in late September. The draft TOR will be presented at that meeting. The Union requested that committee membership have representation from a cross section of institutions.

Action: Minutes will be shared with the CS Union MERC member. Remove item from agenda.

- 6. MERC and Subcommittee meetings** – Union raised concerns regarding the recent announcement that MERC and PJOHSC meetings will be held in person and subcommittee meetings to be held via teleconference. The Union stated that teleconference meetings are contradictory to the spirit of positive labour relations and productive problem solving. The Union will pursue the matter further.

Action: Employer directs that when co-chairs identify a business need for an in person subcommittee meeting, they will be required to submit a business case to the ADMs for consideration.

- 7. Intermittent Inmates** – Union raised concerns with intermittent inmates being housed with general population inmates in some institutions.

Action: Employer will review and respond.

- 8. Retired Correctional Officers** – Union requests that the Employer review the requirements under the ministry's current correctional officers rehire policy for retirees interested in returning to the workplace.

Action: Employer is reviewing and will respond prior to the next meeting.

- 9. Expression of Interests (EOIs) and Local CWWAs** – ADM, IS reminded the institutions that EOIs are currently for female unit postings only.

Action: Further discussion regarding the use of EOIs and their application with CWWAs to continue.

- 10. Fixed-Term Tracking of Pay** – Union requested clarification of the memo issues on February 8, 2017 – Fixed Term CO Daily Overtime.

Action: Employer to review and respond.



**11. Monteith CC New Female Unit** – Union requested an update on the opening date for the new female unit.

Action: Employer will advise when the date is established.

**12. Segregation Unit Workload** – Union requested clarification and voiced concerns over workload surround the creation and completion of a new time out of cell segregation checklist form. Employer advised that the form is linked to JAHN Remedies requiring the reporting and posting of segregation data.

Action: Employer is exploring an electronic tracking solution.

**13. Elgin-Middlesex DC Contraband Issues** – lengthy discussion took place regarding current contraband issues employees are faced with on a daily basis. The Union provided several recommendations to deal with the issues.

Action: ADM, IS and Regional Director, IS Western Region will review the recommendations and schedule a meeting with EMDC staff.

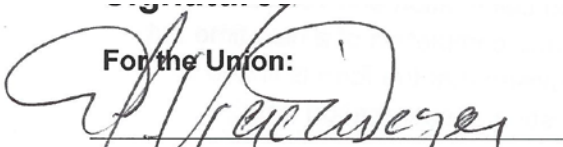
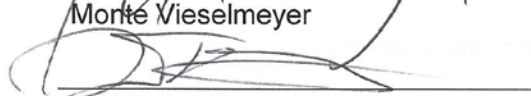
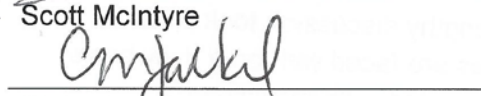
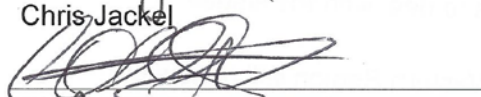
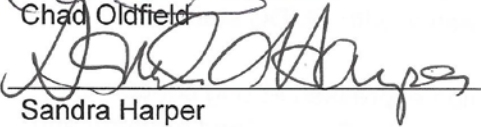
**14. Temporary Inmate Memorial (Outside)** – Union expressed strong concerns regarding the existence of a makeshift memorial at the Exeter Road property and the impact to staff's mental health. The Employer is aware of the concerns and impact to staff and has been in discussions with property owners to seek resolution.

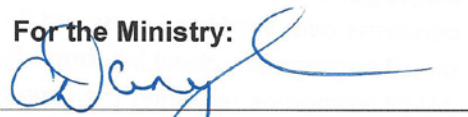
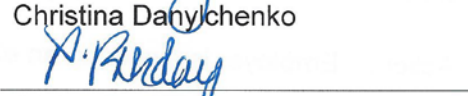
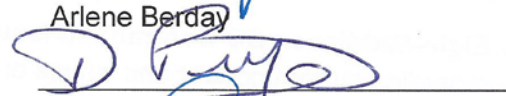

Action: Update to be provided at the next meeting.

## Next Meeting

- Tuesday, October 16, 2018 (Employer to determine location)

## Signatures

**For the Union:**  
  
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Monte Wieselmeier  
  
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Scott McIntyre  
  
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Chris Jackel  
  
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**For the Ministry:**  
  
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