

# **Ministry Employee Relations Committee**

## **MCSCS - Correctional Services**

### **Minutes**

Wednesday, December 12, 2018

Hamilton OPSEU Regional Office, 505 York Blvd, Hamilton

### **Attendees**

#### **For the Union**

- Chris Jackel (Co-chair)
- Chad Oldfield
- Scott McIntyre
- Janet Lavery
- 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
- Brian Scott, Manager, Employee Relations, Bargaining and Compensation

#### **Observers**

- Chris Abbott, Local 234, Maplehurst CC
- Geoff Vanderdeen, Local 248 President, Hamilton-Wentworth DC
- Allison Beharrell, Local 248 Vice President, Hamilton-Wentworth DC
- Michelle MacLean, Local 248 Executive, Hamilton-Wentworth DC

#### **Note Taker**

- Lise Ledoux, Employee Relations Committee Coordinator

## Opening Remarks

With the recent Union elections, the MERC recognizes and thanks Monte Vieselmeyer from Toronto South DC for his contributions to the committee and welcomes Janet Laverty from Elgin-Middlesex DC and Chris Abbott from Maplehurst CC as MERC member elect.

## Previous Business

### Institutional Services items

1. **14 01 14 eRoster** – current eRoster users are: Stratford Jail, Sarnia Jail, North Bay Jail, Fort Frances Jail and Offender Transfer Operations.

Action: An enhancement to the system is planned for December. An eRoster demonstration for MERC and Grievance Officers is scheduled for March 7, 2019

2. **16 09 14 Issues Affecting Correctional Nurses** – Employer waiting for names from the Union.

Action: Union to provide two names to the Employer. Once names are received, a meeting will be scheduled.

3. **17 02 01 Local President Leave** –

Action: Deferred.

4. **17 04 05 Application of the Suicide Policy** – Union submitted their feedback in writing to the Employer.

Action: Employer will review.

5. **17 06 12 OTIS Access for Correctional Officers** –

Action: Now that the new Union MERC team has been established, the Employer will reach out to the Union to schedule dates.

- 6. 17 06 12 Recreation Officers Training/Job Competitions** – meeting was held on October 30<sup>th</sup>. Discussion ongoing.

Action: Employer to survey institutions for further information on recreation officers.

- 7. 17 09 27 Management of Assaultive Inmates** – meeting was held on October 30<sup>th</sup>. Subcommittee has officially been established and named “Inmate Management Subcommittee”.

Action: Remove item from the agenda.

- 8. 17 12 12 Correctional Officer Performance Appraisals** – Employer is working on developing final drafts for a Performance Readiness Assessment (PRA) template for the Correctional Officer cadre.

Action: Employer will engage the Union MERC in the New Year.

- 9. 18 01 24 Behavioural contracts for inmates** – survey is outstanding.

Action: Employer will share results of survey when available.

- 10.18 06 01 Direct Supervision (DS) Training for TSDC and SWDC** –

Action: Employer will provide new dates.

- 11.18 06 01 Allocation of FXT resources** – Union continues to raise concerns over the allocation of FXTs. The Union requests to be provided with the 2019 hiring projections for FXTs by institution.

Action: Employer will share a revised list of fixed term allocation in the next week and further discussion to take place. Employer will invite the Manager, Correctional Services Recruitment Unit to the next meeting.

- 12.18 06 01 Appendix COR15 Provincial Staffing Levels** –

Action: Deferred.

**13.18 09 06 Institutional Services HPP Subcommittee –**

Action: Union will submit the list of institutions where there are concerns.

**14.18 09 06 Retired Correctional Officers – proposal being drafted.**

Action: Employer will share when available.

**15.18 09 06 Expression of Interests (EOIs) and Local CWWAs –** discussions continue regarding EOIs in female units. The Union continues to oppose EOIs for correctional officer positions. The Union has also raised concerns regarding the EOI language in CWWs. The Employer is committed to ensuring that the interests and strengths of employees are considered in the assignment of posts working with specialized populations. The Employer will continue to use the EOI process, as they deem it to be appropriate

Action: Employer to review institutions where post picks for assignments are not used in the CWW.

**16.18 09 06 Fixed-Term Tracking of Pay –** Employer shared a draft Qs and As document with the Union.

Action: Union to review and provide feedback.

**17.18 09 06 Monteith CC New Female Unit –** Unit is still on track to open in the New Year. The correctional officer complement was redeployed within the institution during the time the unit was closed and will return to the unit upon reopening. As a result of the retrofits, the local Union and OPSEU MERC have recognized the need for additional correctional officers at Monteith CC.

Action: Union will monitor.

**18.18 09 06 Segregation Unit Workload –** no update on the electronic tacking solutions.

Action: Update to be provided at the next meeting.

**19.18 09 06 Temporary Inmate Memorial (Outside) –** no update.

Action: Employer to follow up.

**20.18 10 16 Hamilton-Wentworth DC (HWDC) Issues** – MERC co-chairs met with HWDC staff on October 30<sup>th</sup>.

Action: Co-chairs monitoring.

**21.18 10 16 Toronto South DC Issues** – a new local executive has been elected.

Action: Union to follow up.

**22.18 10 16 Fixed Term Contracts** – Employer advised that its practice has been and continues to be the initial fixed term contract is for 6 months and subsequent contracts are for 12 months.

Action: Union will raise any inconsistencies with the Employer. Remove item from the agenda.

**23.18 10 16 Community Escorts** – Employer advised that the document regarding catchment areas is no longer in effect. Union questioned how the Employer will deal with community escorts outside of the institution's immediate area. Employer complies with the community escort protocol.

Action: Remove item from the agenda.

**24.18 10 16 COTA classes** – covered in Item 11 above Allocation of FXT resources.

Action: Remove item from the agenda.

**25.18 10 16 Cameras** – Employer advised that the maximum recording capability varies by institution depending on the equipment. The Union continues to have concerns with the use of video. Employer reminds employees of Appendix COR10 (see attached).

Action: Remove item from the agenda.

**26.18 10 16 Quinte DC** – anticipate retrofits to the female dorm to be completed by the end of the year. Count pressures are being dealt with on a daily basis.

Action: Union to follow up.

## Community Services items

1. **14 09 10 PPO Staffing Issues** – ADM, CS is in the process of reviewing the draft Backfill Pool documents.

Action: Update to be provided to the Union when available.

2. **17 09 27 PPORP Rollovers** –

Action: Deferred.

3. **18 06 01 Caseload Statistics** – Employer provides statistics to the Union on an annual basis. Union is requesting receipt of protocol (SO, DV, ISO) statistics on a monthly basis given the impact on PPO workload.

Action: Employer will continue to provide the statistics and confirm format and schedule.

4. **18 10 16 Employee Security Screening** – CS has undertaken a review of the requirements for probation and parole officer pre-employment screening, including a jurisdictional scan. Parties further discussed this issue on November 8<sup>th</sup>. The results will be provided to Treasury Board Secretariat and if any changes are made the Union will be advised through the disclosure process.

Action: Remove item from the agenda.

## Both Institutional and Community Services Items

1. **16 09 14 Retired Ceremonial Unit members attending events** – waiver form being reviewed by Legal Services.

Action: Employer will share a copy for waiver with the Union in a week. ADMs anticipate sharing with the field in the New Year.

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

Action: Deferred.

### 3. **18 06 01 Community Hubs Initiative** –

- Community hubs are a central access point which makes it easier for local residents to access to health, social, cultural, recreational, and other resources they need together in one spot. A “community hub” can be located in a physical building – a school, library, community health centre, or another public space – or accessed through a digital service.
- Community Hubs are not a program run by the Government of Ontario. The majority of community hubs are locally driven and operated by independent service providers.
- The best source of information is an online map that includes a list of Hubs across the province: [List of Hubs](#).
- Community Hubs was removed from the CERC agenda at the November 14, 2018 CERC

Action: Remove item from the agenda.

### 4. **18 09 06 MERC and Subcommittee Meetings** – Employer reiterated that the direction is virtual meetings with in person meetings by exception through a business case and rationale.

Action: Discussions ongoing.

### 5. **18 10 16 MERC Composition** –

Action: Deferred.

## Standing Items

1. **Employment Stability List** – no active members on the list.
2. **Modernization Division** – no update. Employer will invite ADM, Modernization Division to attend the next meeting.
3. **Women Secure Treatment Unit (WSTU)** – no update. Waiting for the release of the RFP for renovations.
4. **Transition Updates** – Gail Misra has been identified as the new vice-chair and a meeting has been scheduled for January 18, 2019.
5. **JAHN Settlement and Remedies** – Union met with the Independent Reviewer and Independent Advisor on October 24<sup>th</sup>.

6. **Statistics** – provided when available.
7. **New builds for Ottawa-Carleton DC and Thunder Bay CC/Jail** – Request for Quote for Thunder Bay recently closed to identify Design/Build/Finance/Maintain potential partners.
8. **Provincial Audits** – no update.
9. **Section 22 process** – no concerns.

Action: Remove item from the agenda.

## **New Business**

1. **Court Refusals** – Union raised concerns with a PowerPoint presentation provided to staff at one institution regarding procedures to follow when inmates refuse attending court.

Action: Employer will review.

2. **New Fixed Term transfers** – Union requested that the Employer enter into an MOA regarding the practice of new fixed terms requiring signing a letter that they cannot request a transfer within a year of employment.

Action: Union will propose a fixed term transfer/trade process.

3. **ILO Office/Workspace** – MERC is in receipt of a referral from the Central Region ERC expressing concern that an ILO at an institution will soon be without a dedicated workspace at the institution.

Action: Parties are continuing to discuss and working to resolve the issue.

4. **STICS** – further discussion to occur with the ADM, CS and MERC CS Employer/Union representatives.

Action: Meeting scheduled for December 20<sup>th</sup>.

5. **STICS Living Study** – Union is requesting a copy of the Living Study.

Action: Employer will share a copy of the Living Study in the New Year.



6. **Contact List** – Union is requesting a copy of regional staff contact list. Employer will share the list with the Union as well as future updates.

Action: Remove item from the agenda.

7. **Transition Exit Initiative (Appendix 46 Central Agreement)** – Union inquired as to the Employer’s stance on the Secretary of The Cabinet announcement of December 12<sup>th</sup> with respect to TEI.

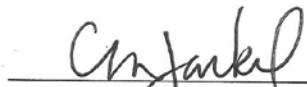
Action: Employer to respond.

## 2019 Schedule of Meetings

- Tuesday, February 26, 2019 (Employer to determine location)
- Thursday, April 25, 2019 (Union to determine location)
- Thursday, June 20, 2019 (Employer to determine location)
- Wednesday, September 25, 2019 (Union to determine location)
- Thursday, October 24, 2019 (Employer to determine location)
- Wednesday, December 11, 2019 (Union to determine location)

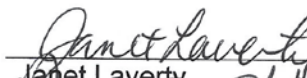
## Signatures

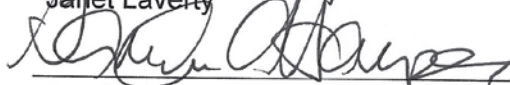
**For the Union:**

  
Chris Jackel

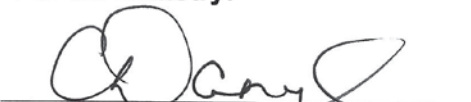
  
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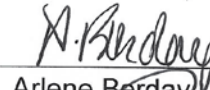
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