

Ministry Employee Relations Committee - Corrections

Ministry of the Solicitor General

Minutes

Wednesday, December 9, 2020

Via Microsoft Teams

Attendees

For the Union

- Chris Jackel (Co-chair)
- Chad Oldfield
- Scott McIntyre
- Janet Laverty
- Adam Cygler
- Sandra Harper

For the Ministry

- Lisa O'Brien (Co-chair)
- Barb Forbes (Co-chair)
- Christopher Moore
- David Wilson
- Christie Hayhow

Regrets

- Daryl Pitfield

Resources

- Bart Novak, Manager, Community Safety and Strategic Labour Relations, HR SBU
- Justin O'Gorman, Team Lead, Employee Relations Branch, TBS

Guests

- Amanda Doobay, Director, Business Planning and Support Services
- Mark Drakos, Project Lead IT eRoster, Core Applications Implementation and Sustainment

Observers

- Victoria Tsiaras, Labour Relations Intern, Employee Relations Branch, TBS

Dr. Cmj
SMF
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Note Taker

- Lise Ledoux

Previous Business

Institutional Services items

1. **17 06 12 OTIS Access for Correctional Officers** – Employer continues to review the Union's feedback regarding the provision to Correctional Officers to view certain screens in OTIS.

Action: Employer to follow up and respond to the Union prior to the next meeting.

2. **17 06 12 Recreation Officers Training/Job Competitions** – Positions were posted and the issue concerning the expectation in the role as a recreation officer: "provide care, custody and control of inmates including responding to emergency situations" has yet to be resolved.

Employer confirmed that the above statement will be removed in the current posting and will not be considered as a part of the ongoing competitions.

Action: Employer commits to distributing clarification regarding broader roles and responsibilities of a recreation officer.

3. **18 09 06 Segregation Unit Workload** – Mobile Inmate Tracking (MIT) rollout starts in mid-late January 2021, will be done in 3 phases and up to 600 devices will be distributed between these institutions. Training material is being finalized and institutions in Phase 1 have been testing the mobile devices and scanning process to identify any operational issues/challenges. In advance of rollout to Phase 2 and Phase 3 locations, a limited number of mobile devices will be provided so that staff can become more familiar with them and how they work in advance of implementation. Full implementation is targeted for completion by the end of April 2021.
 - Phase 1: OCDC, MHCC, NDC, SWDC, TEDC, North Bay
 - Phase 2: VCFW, OCI, HWDC, ATRC, Monteith, Kenora, Sudbury, EMDC, TBCC, TBJ, Stratford, Fort Frances, Brockville, Sarnia, QDC, SLVCTC
 - Phase 3: TSDC, CNCC, CECC

Given the rollout has been delayed, the Union is requesting an update on whether the Program Administrative Support Clerks will be extended past December 31, 2020. If they are not extended, the Union is requesting clarification on who will be doing the work from January 1, 2021 to end of implementation.

Action: Update to be provided at the next meeting.

- 4. 19 04 25 Dog Handler Pilot** – Institutional Operations Branch is conducting a review of the dog handler program and manual. Meeting with the union to discuss ongoing questions has not been held; but has been scheduled for January 12, 2021.

Action: Update to be provided at the next meeting.

- 5. 19 06 20 Personal Electronic Devices** – Employer advised that the policy is being reviewed regarding electronic devices only to be utilized in specific areas such as lunchroom, locker room, etc.

Action: Employer to follow up with the policy unit and report back.

- 6. 19 12 11 Agency Nurses in Institutions** – The Union has requested the number of hours per institution over a month period on a quarterly basis.

The Union has requested the Employer provide retention data regarding health care staff within institutional services. The Employer confirms that the current WIN infrastructure does not allow for valid data to be pulled on retention. The Parties commit to working on discussing this matter further.

Action: Employer to reach out to institutions and request further clarification on the previous statistics/information provided.

Employer to invite Corporate Health Care to the next meeting.

Employer to follow up regarding the Union's request for a description of the duties of the agency PSW at the Toronto South DC.

- 7. 19 12 11 Issues referred from Thunder Bay Jail LERC** – Employer advised that a LERC meeting was held in September 2020.

Action: Employer to share the minutes of the September meeting. Union to review the minutes against the previously submitted issues and raise any further concerns with the Employer.

- 8. 20 02 12 Entry level training for new institutional non-correctional officer hires** – Employer is reviewing the draft proposal for entry level training for institutional non-correctional officer new hires.

Action: Employer to follow up on the status of the review/approval of the proposal.

- 9. 20 02 12 Security Threat Group Training** –

Action: Deferred until the new fiscal year.

- 10. 20 06 24 GAIN Q3 Assessment Tool (Addiction Counsellor training)** – Employer is currently reviewing the results of the pilot (in 4 institutions) with Addiction Counsellors regarding this assessment tool.

Union's position is that the GAIN Q3 Assessment Tool is Addiction Counsellor work.

Action: Employer will share a synopsis of the pilot with the Union.

- 11. 20 09 23 Approved Complement** – Employer continues to review the Union's request to share the complement for non-CO bargaining unit positions by institution, classification and positions. Union advised that this information was shared in the past at the MERC level.

Union will continue to advocate for full disclosure on approved non-CO complement.

Action: The Employer will continue to share information at the Transition Subcommittee. Union will continue to monitor.

12.20 09 23 Use of Agency Cleaners in Institutions – Issue is before the Grievance Settlement Board.

Action: Move to Standing Items for future updates.

13.20 09 23 South West DC Staffing Allocation (referred from LERC-Union) – Issue resolved locally.

Action: Remove item from the agenda.

14.20 09 23 OAD Position Description Reports (referred from LERC-Union) –

Action: Employer following up on the Union's request to share the position description reports for OAD positions at Quinte DC.

15.20 09 23 Health Care Unit Audit (referred from LERC-Union) – Union submitted written concerns as requested by the Employer.

Action: Employer to review and respond.

Community Services items

1. 14 09 10 PPO Staffing Issues – A PPO Backfill Pool Framework was jointly developed with a launch date in January 2021. The ministry continues to monitor staffing levels in institutional services

Action: Employer to set up a teleconference in the new year to discuss staffing levels in institutional services.

2. 20 09 23 P&P Workload WAT Best Practices – A memorandum was sent to all staff of Community Services from ADM-CS on November 4, 2020, along with the revised WAT Best Practices Guide.

Action: Remove item from the agenda.

Both Institutional and Community Services Items

1. **18 12 12 Transition Exit Initiative (Appendix 46 Central Agreement)** – As of September 30th, 92 OPSEU-Corrections only applications were approved, 447 total applications and 20.6% approval rate (no change).

Action: Update to be provided at the next meeting.

2. **19 09 25 Monitoring of Adult Correctional Offenders** – Contract has been extended and discussions are ongoing regarding its length. The Union requested a tour of the monitoring centre office.

Action: Employer to follow up regarding the Union's request for a tour.

3. **20 06 24 Monitoring Technology-Based Supervision Conditions** – The Union provided both CS and IS examples to the Employer of technology-based orders.

Action: Employer, CS to set up a teleconference to further discuss.

4. **20 09 23 Corrections Business Cards** – Employer continues to review the Union's request that the Ontario Trillium be replaced with the Corrections logo.

Action: Strategic Business Unit to follow up and report back.

5. **20 09 23 Ministry Awards and Recognition Program** – Long Service Recognition (Quarter Century Club) – distribution of items continues. The ministry is working with the QCC to expedite the distribution of items to direct mailing to responsible managers.

2020 Correctional Exemplary Service Medals/Bars – Nomination period has closed, and nominations will be forwarded to the Governor General's Office starting this week.

Amethyst Awards – MERC team congratulated the Hamilton Wentworth Detention Centre – 3A/5BR Team recipients of an Amethyst award in the Service Excellence Group category.

Action: Presentation by the Systemic Organizational Renewal Unit at next MERC meeting.

6. **20 09 23 Subcommittee Annual Reports** – MERC thanked all subcommittee co-chairs for submitting reports in a timely manner. Reports were received from all subcommittees and shared with MERC members.

Action: Meeting scheduled on January 21, 2021 to review the reports.

Standing Items

1. **Employment Stability List** – No active members on the list.
2. **Modernization** – Union submitted feedback on the modernization of discipline and misconduct presentation.
3. **Women Secure Treatment Unit (WSTU)** – No update.
4. **Transition Updates** – Update was provided by ADM-IS to all OCI staff regarding the ongoing closure of OCI on October 23, 2020. MERC member (also local union president at OCI) sits on bi-weekly OCI project committee with Institutional management and Central Regional Office. Work continues on facilities upgrades and implementation of projects related to Peel Public Health report. There will be no return to OCI until there is sustained suppression of COVID-19 in the community. Updates will continue to be provided.

Updated CCLA allocation list was provided to MERC, and the Parties continue to fill CO and non-CO positions. Parties continue to work on the CO Backfill MOA.

Union requests for more frequent updates to all OCI staff.

Action: Employer to follow up on the Union's request.

5. **JAHN Settlement and Remedies** – No update.
6. **Statistics** – No update.
7. **New builds for Thunder Bay and Eastern Region** –

Thunder Bay Correctional Complex:

- The team is currently working on reviewing the 90% PSOS documents with the consultant group and Infrastructure Ontario. The Ministry is focused on releasing the Request for Proposal in spring of 2021.

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Brockville Correctional Complex and SLVCTC:

- Engagement sessions were held October 19 and 20, 2020 to present a schematic illustration of a conceptual design and gather feedback from ISET members and various institutional subject matter experts.
- The team is currently working with architects and consultants to review the feedback and incorporate the recommended changes in the revised conceptual design.
- Another engagement session will be scheduled upon receipt of the revised conceptual design specifications from the architects. It is currently anticipated that these changes will be completed in Spring 2021.

Quinte Detention Centre Expansion

- Engagement sessions were held October 21 and 22, 2020 to present a schematic illustration of a conceptual design and gather feedback from ISET members and various institutional subject matter experts.
- The team is currently working with architects and consultants to review the feedback and incorporate the recommended changes in the revised conceptual design.
- Another engagement session will be scheduled upon receipt of the revised conceptual design specifications from the architects. It is currently anticipated that these changes will be completed in Spring 2021.

Eastern Ontario Correctional Complex

- Project has been renamed to the Eastern Ontario Correctional Complex. Complex. (This will not be the proper institutional name as that has not yet been decided. This is just a project reference working name.)
- Public-facing engagement sessions were held on November 25, 26 and 27, 2020 as the first formal public outreach following the news release.
- An external consultant Innovation7 (I7) was hired to support the facilitation of the engagement sessions. I7 is an Indigenous-owned company with experience in First Nation engagement and has offices both on the Algonquins of Pikwakanagan First Nation and in Ottawa, Ontario.
- Engagement sessions with Ottawa-Carleton DC's ISET and local departmental subject matter experts were held on December 3 and 4, 2020, to present a schematic illustration of a conceptual design and gather feedback.

8. Staffing:

- a) Audits (for operational managers and correctional officers)** – Internal Employer discussions are ongoing regarding an appropriate audit process for Institutional Services.
- b) Site Specific Workflow Analysis (all departments)** – Deferred until the current Canadian Civil Liberties Association (CCLA) positions are filled.

9. **Community Hubs/Justice Centres** – The London Community Justice Centre conducted a virtual presentation to Western Region’s RERC on October 26, 2020. The Union MERC representative was in attendance.

Action: Remove item from the MERC agenda and request that this topic be a standing item on RERC agendas with the exception of the Eastern Region.

10. **Correctional Officer Performance Appraisals** – Ministry is proceeding with a full rollout for all COs, not just FXTs.

- November 2020: develop communications materials for 2020/2021 review program.
- December 2020: announce the 2020/2021 review program.
- January-March 2021: sergeants begin conducting performance reviews.
- March 31, 2021: final date for all Correctional Officer performance reviews to be completed.

11. **eRoster** – presentation provided about plans to offer voluntary off-site access to eRoster, SOLGEN’s new staff roster IT application that is being rolled out to institutions.

Action: MERC members to review the documents and provide feedback to the Project Lead IT eRoster, Core Applications Implementation and Sustainment by December 14, 2020.

12. **New IT Improvements: Northern Remote Reporting/Counselling** – Eight PPOs from each region (32 total) have been selected to participate in the virtual reporting and supervision pilot. Training to support the pilot took place in November. The pilot will be launched in January 2021, once PPO training is complete. The pilot will run for three months.

OS decided to pause implementation of the virtual core program delivery pilot. The pause will allow OS to explore the potential benefits and risks of other available technological platforms and determine which platform best suits the needs of program delivery.

13. **Issues Affecting Correctional Nurses** – Union to provide a list of concerns from previous submissions dating back to 2017 to the Employer prior to the next meeting.

14. Standing Policy Updates

a) **Suicide Prevention Policy** – Waiting on the new policy.

15. Institutional Security Teams (IST) – No update at this time.

16. Community Services Review – The Employer is continuing to advance targeted initiatives. The Employer engaged frontline staff in November 2020 through virtual town halls on several CS review initiatives including; core correctional practices and cognitive behavioural training and community reintegration. Planning for additional engagements with staff, stakeholders, and the Union are underway. The Employer will provide more information in advance of engagement opportunities with frontline staff and MERC.

17. Institutional Services HPP Subcommittee – Employer following up with institutions on the status of local HPPs and training of members.

Action: Employer to schedule a meeting with the newly appointed Employer co-chair (David Wilson) of the HPP Subcommittee and the Union.

18. Provincial Overtime Protocol – The protocol on the eRoster link requires update.

Action: Parties will review the information on the intranet site and confirm the most recent update to the protocol.

19. Fixed-Term Issues – No update.

20. Inmate Management Issues – Parties acknowledged that some changes have been implemented in institutions such as stepdown units to assist in the appropriate placement of inmates. Parties continue to explore additional strategies to manage inmate behaviour as conditions of confinement adapt and evolve.

21. Correctional Services Memorial Oversight Committee – Union is requesting an update on the planning of the 2021 event.

Action: Employer to follow up on the status of the planning. Rename item to the Annual Correctional Services Memorial Event.

22. Appendix COR10/Appendix COR17/Fact Finding Investigations – Issue at the Grievance Settlement Board.

New Business

- 1. Community Reintegration** – Union has requested for more clarifying information on this item which was provided at regional virtual CS engagement sessions. Meeting has been scheduled for January 27, 2021.

Action: Update to be provided at the next meeting.

- 2. Institution Services Discharge Planning** – Union raised concerns regarding the John Howard Society's hotline that has been established to assist inmates with their discharge planning (transfer payment agency doing bargaining work).

The Employer clarified that these are ancillary supports during COVID to help inmates with community needs upon discharge.

Action: Employer to provide the Union with a list of the ancillary supports being provided by the John Howard Society's contract by January 8, 2021.

- 3. Correctional Officer New Recruits** – Union is requesting clarification on the budget announcement regarding the compensation for new recruits while attending the Correctional Foundation Training.

Action: Update to be provided at the next meeting.

- 4. Statement from the Union** – The Union is concerned with several outstanding items that are awaiting responses from the Employer that need to be addressed. The Union co-chair will identify these with the Employer co-chair, but also advises that we may move them beyond this table.

Action: The Employer co-chair will respond to the identified items from the Union prior to or on the date of the next MERC meeting as requested.

2021 Schedule of Meetings

- Wednesday, February 10, 2021
- Tuesday, April 13, 2021
- Thursday, June 17, 2021
- Wednesday, September 22, 2021
- Tuesday, November 2, 2021
- Tuesday, December 14, 2021

Signatures

For the Union:



Chris Jackel



Chad Oldfield



Scott McIntyre



Janet Lavery



Adam Cygler

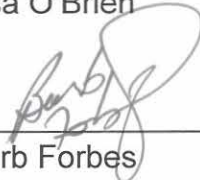


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