

MEMORANDUM

TO: All Presidents with members in the Ministry of Community Safety & Correctional Services
All Stewards in the Ministry of Community Safety & Correctional Services

FROM: Brian Gould, OPS Supervisor/Negotiator

DATE: October 05, 2007

SUBJECT: **Ministry of Community Safety & Correctional Services ERC Minutes – April 24, 2007**

Attached, for your information, are the minutes of the above captioned meeting.

Please post or otherwise make them available to the members in your workplaces.

Please use the MERC referral form which should be used when referring unresolved local issues to the ministry level. The referral should be sent care of the Job Security Unit with all the supporting documentation, (e.g. minutes, correspondence, etc.).

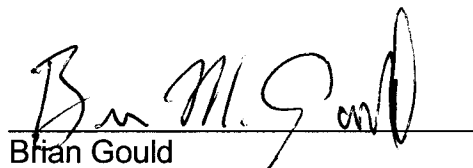
PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY



Warren (Smokey) Thomas
President



Brian Gould
OPS Supervisor/Negotiator

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att.

cc: MERC Chairs
Ministry ERC

**Ministry of Community Safety and Correctional Services
Ministry Employee Relations Committee**

Minutes of April 24, 2007 Meeting
5757 Coopers, Mississauga

<u>Attendees:</u>	For the Union	For the Ministry
	Dan Sidsworth (Co-Chair) Gord Longhi Paul Johnstone Eduardo Almeida Sandra Harper	Michael Stephenson (Co-Chair) Bill Cooney Edward Johnson Don Chillman Christina Danylchenko Mary-Jo Knappett

<u>Regrets:</u>	Barry Thomas David Walker
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<u>Note Taker:</u>	Lise Ledoux
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- Union extended condolences in regards to the death of Mr. Dan McDonald, Operational Manager from the Sudbury Jail who was involved in a fatal motor vehicle accident.

NEW BUSINESS

1. **Compensating Time Owing Carryover** – Union indicated that the Compensating Time Owing Carryover varies across the province, requesting copy of ministry policy.

Action: Management will provide a copy of the Employer's communication to the Union. Update to be provided at the next meeting.

2. **Justice Engagement Desktop Management Consolidation Project (DMCP) Potential Bargaining Unit Impact and Timelines** – Union requesting how many Bargaining Unit employees will be impacted by the Request for Proposal (RFP) if it is outsourced.

Action: Management to report back on impact and timelines for the RFP.

3. **London Centre P&P Office Relocation** – given notice that they must relocate from the courthouse.

Action: Discussions ongoing.

4. **Possible Halton P&P Office Reorganization** – Union requested information on informal discussions regarding re-organization of Halton P&P Office. Union expressed concern about transportation between Oakville and Burlington. Management noted that there has been no formal discussion at Regional LERC regarding this issue.

Action: Refer topic back to Regional Employee Relations Committee.

5. **St. Lawrence Valley C&TC Forensic Unit Update** – Management advised that the Ministry of Health intend to commission and occupy the forensic treatment Unit at the Brockville site. Construction and commissioning of the building is underway in the 59 bed forensic unit with occupancy scheduled for June 2007. The FTU will be operated by the Royal Ottawa Hospital Group. Corrections Ministry currently in discussion with Royal Ottawa Hospital regarding security service component of the operation.

Action: Management to provide update at next meeting.

6. **Probation and Parole Case Management Review Teams / AIS and Actors Conducting Performance Appraisals** – Union stated that Probation and Parole Officers do not want their case work reviewed by peers in acting management positions. Furthermore, Union claims that these acting assignments create additional workload issues, i.e., Acting Manager's caseload needs to be managed. Union is suggesting that four Area Managers be taken out from each region to take on these roles.

Action: Management will review the Union's concerns and provide a response at the next meeting.

7. **Attendance Support Program** – Management advised that the 2007 Ministry threshold for Corrections is 11.5 days and 9.6 days for Solicitor General.

Action: No further action.

8. **Disclosure:** Stratford Jail, Ministry Abolished RPT Classified Cook 2 Position, new full-time equivalent Cook 2 position added to complement. RPT staff received surplus notice and new FTE position posted for recruitment. Union raised the fact that there is a past practice that is not being followed by the Employer. Union raised this issue with the ADM's office. Union noted that Employer is requesting the Union to use a different approach for a similar RPT staffing situation at the Niagara Detention Centre, claiming differential treatment, two sets of rules.

Action: Update to follow.

9. **Central North Correctional Centre Update** – CNCC to implement New Compressed Work Week schedule on June 4 2007. Union thanked management for assistance on getting the agreement signed off. Management also thanked Union side for their cooperative effort.

10. **Registered Practical Nurse (RPN)** – Union raised topic of Registered Practical Nurses vs. Registered Nurses at Central East Correctional Centre. Union wanted to know if the hiring of RPNs at Central East CC is a pilot project. If so, they would like to see an assessment of the project. In addition, Union requested copy of the RPN job description, list of duties of an RPN vs. an RN and copy of salary grid. Management advised that the Ministry Healthcare Manager provided a information session on this issue in 2003. Management noted that the use of RPN positions are intended to supplement the current Registered Nurse resources during a time when the availability of qualified Registered Nurses are in high demand throughout the Province.

Action: Management offered to provide Union with a further information session on the use of RPN positions in Corrections.

11. **New Corporate OPSEU Executive** – Union indicated that Mr. Warren (Smokey) Thomas was elected on April 19, 2007 as the President of OPSEU.

OUTSTANDING ISSUES

1. **Correctional Officer Recruitment Policy** - Union submitted recommended changes to the current Correctional Officer Recruitment Policy. Requesting feedback. Additional new request from the Union asking to be observers during competition process.

Action: Management currently reviewing wording changes to the Correctional Officer Recruitment Policy. Union request for observer status during recruitment process under review

2. **Ontario Correctional Services College** – Union has made a request to have a joint information session with Correctional Officers in training to review their rights and entitlement under the Collective Agreement.

Action: Management reviewing request.

3. **Overtime Protocol Agreement** – an Addendum to the Overtime Protocol was recently signed. It has been agreed that the Overtime Protocol Sub-Committee reports to MERC. Union will provide names of new Sub-Committee Members.

Action: Union to provide name of new Sub-Committee Members.

4. **Mediation/Arbitration Protocol** – Med/Arb process is back on track at 8 institutions. Union and Management to meet on April 30, 2007 to discuss the Med/Arb protocol.

5. **TWDC Workforce Analysis Project:**
 - a. **Metro Toronto West Detention Centre** – Union and Management to schedule a meeting with Regional, institutional administration and local OPSEU Executive.
Action: Date of meeting to be determined.

 - b. **Vanier Centre for Women** – Union requesting workforce analysis report completed on April 23, 2007.
Action: Management to provide a copy of the report to the Union.

6. **Training and Development Committee** – the Union had advised that the Ministry of Children and Youth Services will establish a Training and Development Committee independent from MCSCS. Union advised that their representatives on the MCSCS Training and Development Committee are Paul Johnstone, Emidio Casullo, Gord Longhi and Dan Sidsworth. Management to provide names of their representatives.
Action: Management to provide names of their representatives. Union to submit draft Terms of Reference.

7. **Unclassified Correctional Officer Sub-Committee** – Union representatives are Dan Sidsworth and Fawad Dahmi, Unclassified Correctional Officer, Maplehurst Correctional Complex. Representatives from Management to be determined.
Action: Management to provide names of committee members and establish a meeting date.

8. **Staffing Strategy Probation and Parole** – competitions were held in March 2007. Job offers have been made. Union expressed concern regarding the screening tool and generic questions. Union requesting a meeting with Human Resources to review the screening tool. Management reported that there are currently, 818.56 Probation and Parole Officer positions across the province.
Action: Management will set up a meeting date.

9. **Status Update:**

- **Mimico CC** – Management provided Union with a copy of the new Staffing Model. Union indicated that the CO and RO complement is insufficient.

Action: Management will contact Human Resources to start the transition process. Management to review.

- **Central North CC Transition** – Compressed Work Week schedules for the nursing and kitchen department will be next to be reviewed now that the correctional schedule is in place.

10. **Attendance Stats for Adult Community Corrections**

Action: Management to provide breakdown of attendance stats by cost centre

11. **Post Audits at Chatham Jail and Stratford Jail** – Stratford Jail local was given access to the audit. Chatham Jail Audit remains outstanding.

Action: Audit Report from Chatham Jail to be provided to Union Co-Chair when available.

12. **Update New Toronto South Detention Centre, New South-West Detention Centre** - Project Manager, Anna Gulbinski and Mike Wasylyk to attend May 29th MERC meeting and make presentation on above projects. Union requesting to have representative from Union MERC at future design meetings of new facilities for input into direct supervision model. Union asked to join Ministry officials when they tour other facilities.

Action: Management to provide update at next meeting.

13. **Update new Ministry Identification and Badges** – Management reported that as of March 31, 2007, 1520 identification and badges have been provided, 2354 are outstanding.

14. **Employee Assistance Resource Manual**

Action: Union to provide the name of their representative. Deferred.

15. **Appendix 24 MOA** - Union advised they are attending a meeting with MGS on May 23, 2007 to discuss the MOA.

Action: Update next meeting.

16. **Interest Based Problem Solving training (IBPS)** – Union requesting IBPS training in all Ministry institutions. Union advised that Scott Andrews and Dan Sidsworth are the Union representatives on this initiative. Management to proceed with interest based problem solving training beginning in the fall of 2007. Med/Arb training identified as a component of the interest based problem solving training.

Action: Management coordinators to be determined.

17. **Labour Relations Proposal** – Union advised that they have provided the ADM, Adult Institutional Services, with a proposal to establish Regional Employee Relations Councils, similar to the ACC model.

Action: Union provided management with draft terms of reference under review.

18. **Rental Vehicles and Liability** – Management advised that clarification memorandum was issued to all staff.

19. **Unclassified Correctional Officers Tracking of Hours** – Management confirmed that the HPRO computerized overtime tracking system is able to track Unclassified Correctional Officer hours.

Action: Union to be provided with a quarterly report.

20. **MCSCS / MCYS / MCSS - MOA Update** – Union advised that new OPSEU President, Mr. Thomas has sent a memorandum to MGS requesting status of above proposal.

21. **Cross Ministry Laterals/Job Trades** – Union and Management held a meeting held on February 19th to discuss above Inter-Ministry agreements. Union advised that they have filed a Policy grievance on training costs. Kim Gallow has signing authority on behalf of the Ministry of Children and Youth Services. Existing Inter-Ministry Agreements expire on December 31, 2007.

22. **Selection Process for Duty and Development Assignments in Adult Community Corrections** – Union requesting Management to establish a fair and equitable process for Probation Officers to access specialty positions.

Action: Referred to Probation and Parole Workload Sub-Committee

23. **Independent Medical Examination Policy**

Action: Barry Thomas, Labour Management Liaison to provide names of Management representatives.

STANDING ITEMS

1. **SAROC** – meeting held on April 10,11, 2007 at the Central East Correctional Centre. Meeting was well attended. SAROC is currently focusing on establishing Local SAROC Committees. Next meeting SAROC meeting is scheduled for May 10 and 11, 2007.

2. **Labour Relations Discussion** – Management and Union agreed to hold a special meeting to discuss labour relations issues.

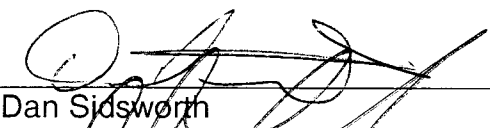
Action: Meeting to be scheduled in the near future.

3. **Human Resources Transformation** – Deferred.

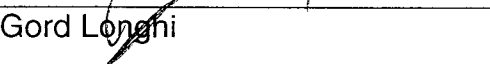
NEXT MEETING

Tuesday, May 29, 2007 – 10 a.m.
OPSEU, 5757 Coopers, Mississauga

For the Union:

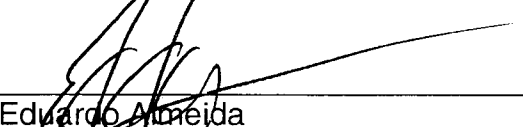


Dan Sidsworth

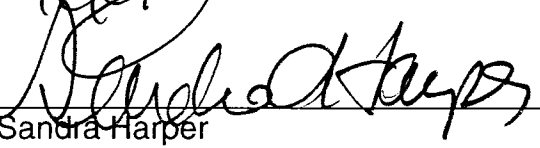


Gord Longhi

Paul Johnstone



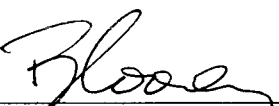
Eduardo Almeida



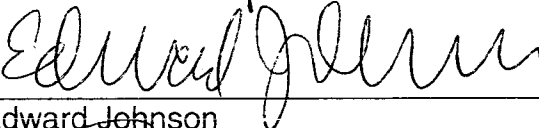
Sandra Harper

For the Ministry:

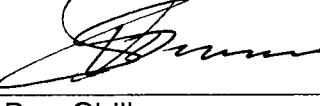
Michael Stephenson



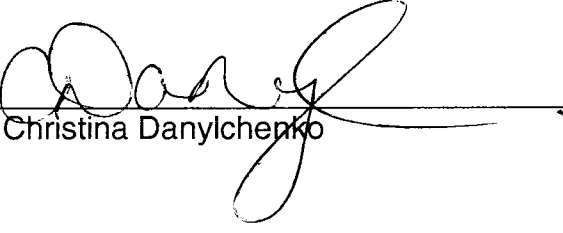
Bill Cooney



Edward Johnson



Don Chillman



Christina Danylchenko