

3.1 COMMITTEE MEETING
October 22, 2014
BCGEU Headquarters, Burnaby

Management Attendance:

Pete Coulson – Provincial Director (Co-Chair)
 Stephanie Macpherson – Deputy Provincial Director
 Dana Tadla - Deputy Provincial Director
 Nedj Macesic – A/Warden (FRCC/FMCC)
 Steve DiCastrì – Warden (SPSC)
 Debbie Hawboldt – Warden (ACCW)
 Teri DuTemple – Warden (NCC)
 Shauna Morgan – Warden (VIRCC)
 Joanne Hawkins – Warden (PGRCC)
 Steve Phillips – Warden (NFPC)
 Evan Vike – Warden (KRCC)
 Steve Dix – Director, Policy and Programs
 Myrna Luknowsky – Policy and Program Analyst

Union Attendance:

Dean Purdy – Component Chair (Co-Chair)
 Brian Campbell – Component 2nd Vice-Chair
 Chris Jack – Component Member at Large
 Drew Kingston – Component Member at Large
 Mike Scott – Component Treasurer
 Barry Vaness – Component Member at Large
 Mike Eso – Staff Representative
 Evan Steward – Communications Staff Representative

ITEM	ACTION
<p>Introductory Remarks – Pete and Dean</p> <ul style="list-style-type: none"> • Welcome to all – Pete and Dean • <u>Reviews and Facilities - Pete</u> <ul style="list-style-type: none"> ○ <u>Throness Review</u> – review is complete and the report is in final draft format; there is no confirmed release date for the report at this time ○ <u>Plecas Blue Ribbon Panel report</u> - the review is complete and the report is in final draft format; there will be some correctional and sheriff reference in the report; electronic monitoring will likely form part of the report as well; there is no confirmed release date for the report at this time. ○ <u>Office of the Auditor General (OAG)</u> - report will be forwarded to headquarters in a few weeks; the report focuses on facilities planning and programming for inmates. 	

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<p>Introductory Remarks (cont.)</p> <ul style="list-style-type: none"> ○ <u>Premier's Awards</u> - Integrated Offender Management (IOM) won the Premier's Award for organizational excellence ○ <u>NCC</u> - washrooms will be renovated; concept planning is underway to look at the future use and needs of NCC; Pete clarified that this is not an exercise to close NCC. ○ <u>OCC</u> - project is moving ahead; Stephanie and Steve DiCastrì will provide an update of the project • <u>Peace Officer Memorial – Dean</u> <ul style="list-style-type: none"> ○ Dean attended the peace officer memorial in Ottawa; memorial was well attended; Mike Eso forwarded photos of attendees to Pete. 	
<p>A. Budget Update – Pete</p> <ul style="list-style-type: none"> • Budget delegation was received late • Enough money in the budget to open a few units at PGRCC, FRCC and VIRCC • Budget delegation is for a daily count of 2450 but average counts are down to 2300 which provides some relief • Expectation is that the count will continue to increase over time • Amortization payments start next year • Centres continue to hire staff and the budget has money dedicated to hiring and training of new staff • Dean asked to receive recruitment and retention numbers from headquarters 	<p>Myrna to provide the recruitment and retention numbers</p>
<p>B. Okanagan Correctional Centre – Stephanie and Steve DiCastrì</p> <ul style="list-style-type: none"> • OCC capital team is very active and involved in the local community • Public forums have taken place in the Okanagan with significant community support • The centre is on track for completion in fall 2016 • Staffing discussions have begun at CDMC. There will be a requirement to hire over 300 people including correctional staff and contractors • A risk assessment is in the plan • Steve DiCastrì will be appointed as warden of OCC January 1, 2015 • Dean advised that the opening of OCC will create a new union local 107 	
<p>C. Labour Relations/ WES Survey/ Staff Forums – Dean</p> <ul style="list-style-type: none"> • <u>Labour Relations</u> – Dean stressed the importance of maintaining lines of communication between management and the union • <u>WES</u> – the next WES survey is scheduled for fall 2015 • <u>Staff Forums</u> – Pete advised that headquarters will be attending the centres for staff forums late November/early December; the wardens continue to conduct one or two forums per year; Pete stressed the importance to continue with the staff forums; 	

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<p>C. Labour Relations/ WES Survey/ Staff Forums (cont.)</p> <ul style="list-style-type: none"> Dean advised that staff would like to get newsletters or updates from the provincial director similar to updates the deputy ministers release; Pete agreed with the suggestion 	<p>Provincial director to issue periodical newsletters</p>
<p>D. Joint Safety Training Wrap-up and Review – Dean</p> <ul style="list-style-type: none"> The session was well received by all attendees Important for all centres to receive the same information Mike Eso commented that an annual session would be a good idea Future training options will be considered 	
<p>E. CS and ADW OHS Training – Dean</p> <ul style="list-style-type: none"> Dean indicated that entry level OHS training for CSs and ADWs would be beneficial The leadership development model provides online OHS training The training is part of the core requirements for supervisors and managers 	
<p>F. WorkSafeBC province-wide inspection orders – Dean</p> <ul style="list-style-type: none"> There are three outstanding orders at VIRCC Two of the orders have been verbally approved Awaiting written notification of compliance The risk assessment at VIRCC outlined recommendations for changes to staff stations and egress VIRCC is in the process of determining the correct solutions to address the recommendations Pete confirmed a commitment to move forward on making changes to staff stations and egress at VIRCC 	
<p>G. Province-wide Violence Tracking System – Dean</p> <ul style="list-style-type: none"> Violent incidents are reported on the electronic incident form which is then pulled out of the business intelligence system The numbers need to be verified by the centres to ensure accuracy as there have been some issues with incorrect information on incident forms Dean would like an update of the numbers as he indicates there are discrepancies between what the union and HQ reports Pete advised inmate-on-inmate violence and staff assaults are lower so far this year 	<p>Myrna to provide the provincial violence statistics from January to September 2014</p>
<p>H. Uniform Committee Update – Dean</p> <ul style="list-style-type: none"> Overall, staff are happy with the uniform shirt There are some instances where the shirt is too warm in the summer months – uniform committee will review options Teri DuTemple will follow up with PDC to see what options are available for outside crews to wear in the warmer months 	

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<p>H. Uniform Committee Update (cont.)</p> <ul style="list-style-type: none"> • The contract for the Gor-Tex jackets ends this year; SPSC conducted a test of the paramedic jacket; the current jacket and fleece are preferred • Testing of new boots is upcoming; traction and marking on the flooring are key issues • Adult Custody staff will receive a uniform allowance effective April 1, 2017 	
<p>I. Protective Clothing PPSS – Dean</p> <ul style="list-style-type: none"> • Dean had the opportunity to review a new tactical vest to be worn under the uniform for protection from slashing • The Component has not yet reviewed the vest • Steve DiCastrì indicated that the provincial use of force coordinator has reviewed the vest and advises that the tactical teams find it too hot 	<p>Steve DiCastrì will provide the testing/evaluation to Dean and Stephanie</p>
<p>J. Hours of Work Committee – Dean</p> <ul style="list-style-type: none"> • Letter out of master bargaining provides the mandate to continue discussing hours of work and scheduling with the Correctional and Sheriff Services Component until the opening of OCC • The terms of reference for the committee is being worked on and will be finalized at the next scheduled meeting November 21, 2014 • The committee is reviewing proposals for an increase of hours up to 40 hours per week • Interest in an increased work week varies among centres as 40 hours creates some undesirable shifts • Brian Campbell and Steve DiCastrì are the co-chairs of the committee 	
<p>K. Rotational Lock-up (Component Bargaining) – Dean</p> <ul style="list-style-type: none"> • Dean indicates that a letter from bargaining states the parties agreed to discuss rotational lock-up at 3.1 meetings • Pete indicates that enhanced supervision placement (ESP) which is a classification decision is similar to rotational lock-up • ESP allows for the lock-up of inmates from the regular unit and routine • This type of placement needs to be attached to a classification decision • Pete advises that CDMC will discuss this topic further 	<p>CDMC to review rotational lock-up</p>
<p>L. 10 Minute Shift Muster/Overlap 10 AM Weekends – Dean</p> <ul style="list-style-type: none"> • Dean advises that the 10 minute shift muster on weekends is not consistent among the centres • Pete acknowledges the exchange of critical information is important and there is inconsistencies among the centres • CDMC will discuss and ensure consistency is obtained 	<p>CDMC to discuss/endorse consistent weekend shift musters</p>

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<p>M. Double Staffed Escorts – Component Bargaining – Dean</p> <ul style="list-style-type: none"> • The union want all escorts to default to double staff and does not agree with the escort risk assessment process • Pete confirmed that there is a risk assessment process in place and this is done prior to an inmate being sent out on an escort; if there is insufficient time to complete the risk assessment, the escort is automatically a Level 1 escort • Pete confirms that the division will continue with the current policy and commits to sharing the policy with the union • Pete stressed that there is a process in place if staff disagree with the outcome of the escort risk assessment • Pete stated that the majority of escorts are double staffed and direction to all wardens is to follow the proper risk assessment guidelines • 12 hour hospital escort shifts can be challenging; centres will consider hospital escorts being 8 hour shifts to reduce the length and challenges associated 	<p>Pete to share escort risk assessment policy with the union</p>
<p>N. Centre Lock-ups for Inspections – Dean</p> <ul style="list-style-type: none"> • Dean indicates that some centres lock-up the inmates during the formal morning inspection • Dean would like to see this occur in all centres and become provincial policy as he believes this will make inspections go smoother and reduce peer intimidation • Pete confirms CDMC will review the current process and discuss 	<p>CDMC to review morning inspection process to determine the need for lock-ups</p>
<p>O. Random Video Reviews – Dean</p> <ul style="list-style-type: none"> • The union opposes the policy on random video reviews • Dean would like a list of the random reviews conducted at each centre for review by centre local chairs • Pete confirmed that a legal opinion supports the policy on random video reviews. Pete stated that the information collected is for information purposes and compliance video checks are not intended to be used for discipline of staff unless there is evidence that there is dereliction of duty. • Pete clarified that managers were provided a clear message that reviews are to be random 	<p>CDMC to review process and advise union</p>
<p>P. WSBC Absences on MyPerformance Plans, STIIP & 4B – Dean</p> <ul style="list-style-type: none"> • Dean states that staff should not be removed from the acting list (4B) outside of the annual performance review period based on STIIP occurrences alone, as it takes more than 1 indicator in the appraisal to render the appraisal unsatisfactory • Dean says there have been instances where staff have received an unacceptable performance rating based on STIIP alone • Dean says that staff who are on the 4B list and have been off work for lengthy periods because of illness or injury should not be removed from the 4B list; staff will require an orientation if they have been away for a period of time 	<p>CDMC to review centre practices for</p>

ITEM	ACTION
<p>P WSBC Absences on MyPerformance Plans, STIIP & 4B (cont.)</p> <ul style="list-style-type: none"> Pete stated that approved WCB absences should not be used against staff on their appraisal CDMC will discuss to ensure practices are consistent among the centres 	<p>consistency</p>
<p>Q. Annual Leave Open Spots Available to Staff – Dean</p> <ul style="list-style-type: none"> Dean stressed it is important for staff to be granted leave requests in non-peak times when there are spots available Pete agreed that if there is an opening a few months or even weeks in advance then staff should be granted leave when it is available and does not impact planned training or other planned initiatives scheduled during that period This will be addressed at the scheduler’s training in the New Year 	
<p>R. PTR Access to Full-time Regular Positions – Dean</p> <ul style="list-style-type: none"> Dean expressed concern about part-time regular (PTR) staff being PTR status for multiple years Dean would like to see all centres adopt a model similar to FRCC Stephanie clarified that the intent is not to have PTR status for multiple years Stephanie acknowledges that there has been a shift from original intent of the PTR agreement A scheduler training plan is currently being drafted and the goal is to deliver the training to wardens, ADWs and schedulers by the end of the fiscal year 	<p>Stephanie to provide updates to Dean as the training rolls out.</p>
<p>S. PTRs Refusing to be Extended and Impacts – Dean</p> <ul style="list-style-type: none"> When PTRs refuse to extend their shift they are dropping in the seniority list Dean understands there is going to be some movement in the seniority list but the 5 formula should be used to remain in alignment This will be included in the scheduler training 	
<p>T. PTRs Pre-scheduled – Dean</p> <ul style="list-style-type: none"> There is an agreement that PTRs are to be scheduled as far in advance as possible Dean stated that PTR’s that exercise their rights under the agreement should not be passed in seniority as the schedulers need to follow the 5 formulas to prevent and movement on the PTR boards. There may be some circumstances where a PTR with less seniority accepts the hours or shifts that have been declined by a more senior PTR and this may result in the more junior PTR becoming more senior. The agreement still stands This will be included in the scheduler training 	
<p>U. Next meeting</p> <ul style="list-style-type: none"> To be determined 	

