

**3.1 COMMITTEE MEETING**  
**December 10, 2013**  
**BCGEU District Office, Victoria**

**Management Attendance:**

Pete Coulson – Provincial Director (Co-Chair)  
 Stephanie Macpherson – Deputy Provincial Director  
 Gord Davis – Warden (SPSC)  
 Steve DiCastrì – Warden (FRCC/ FMCC)  
 Debbie Hawboldt – Warden (ACCW)  
 Rick Hodgson – Warden (NCC)  
 Shauna Morgan – Warden (VIRCC)  
 Joanne Hawkins – Warden (PGRCC)  
 Steve Phillips – Warden (NFPC)  
 Evan Vike – Warden (KRCC)  
 Steve Dix – Director, Policy and Programs  
 Chris Gilbey – A/Resource Manager

**Union Attendance:**

Dean Purdy – Component Chair (Co-Chair)  
 Brian Campbell – Component 2<sup>nd</sup> 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

**Guests:** Sue Godwin, Senior Labour Relations Specialist – PSA

**Regrets:** Dana Tadla, Deputy Provincial Director

ITEM	ACTION
<p><b>Introductory Remarks – Pete and Dean</b></p> <ul style="list-style-type: none"> <li>• Welcome to all.</li> </ul>	
<p><b>A. Budget Update – Pete</b></p> <ul style="list-style-type: none"> <li>• Pete advised that there continue to be significant budget pressures which have been mitigated by closing units</li> <li>• FRCC and KRCC have reopened one unit each</li> <li>• The delegation for next year is not yet known</li> <li>• There are increased resources allocated to operationalize SPSC at full capacity starting April 2014</li> <li>• Dean noted that he has been assured by senior MCFD officials that Victoria Youth Custody Services (VYCS) will not be closing, which would preclude any significant staffing impact on adult centres</li> </ul>	

ITEM	ACTION
<p><b>A. Budget Update (cont.)</b></p> <ul style="list-style-type: none"> <li>• In response to Mike Eso’s query about using unused capacity at VYCS for adult females, Pete advised that there had been discussions about this option, but it is not feasible as the low numbers of adult female prisoners on Vancouver Island would result in prohibitive costs being incurred</li> <li>• Pete is involved in discussions with Police Services and other justice partners to determine how best to manage female prisoners on Vancouver Island</li> </ul>	
<p><b>B. Facilities: SPSC Expansion and Okanagan Correctional Centre – Pete and Dean</b></p> <ul style="list-style-type: none"> <li>• <u>SPSC Expansion</u> – inmates have moved into two living units, segregation and health care; the other four living units will be opened in mid to late-February; hiring of new staff is ongoing; the annualized increase in total FTEs will be 130; the SPSC courts catchment area will be in place in January; counts balancing among centres in the Lower Mainland is ongoing with the target being 300 to 400 per centre; remands are/will be transferred from FRCC</li> <li>• <u>OCC</u> - the final proponent selection will be made in early January 2014; the project agreement and final TB approval will occur in January and February 2014, with construction slated to begin March 2014; public forums have taken place in the Okanagan with significant community support; centre is on track for opening in fall 2016; staffing discussions have begun at CDMC – over 300 hires including correctional staff and contractors</li> </ul>	
<p><b>C. Labour Relations/ WES Survey/ Staff Forums – Dean</b></p> <ul style="list-style-type: none"> <li>• <u>Labour Relations</u> – Dean stressed the importance of maintaining lines of communication between management and the union, especially during these times of restraint</li> <li>• <u>WES</u> – BC Public Service corporate results were released December 9; the breakdown by ministry and work unit will be distributed mid-January</li> <li>• <u>Staff Forums</u> – Pete advised that staff forums will continue to be held three times a year at each centre, with headquarters participation occurring at the spring offering</li> </ul>	
<p><b>D. Uniform Committee Update – Gord and Brian</b></p> <ul style="list-style-type: none"> <li>• The committee met December 6, 2013; meetings occur on a quarterly basis</li> <li>• An update was provided regarding the following: <ul style="list-style-type: none"> <li>○ Boots – a lighter Viberg boot model is being considered</li> <li>○ Pants – continuing with the current model</li> <li>○ Shirt – up for renewal soon; it is noted that the shirt is too hot and heavy for use at KRCC</li> <li>○ Jacket hood – it is expensive and they are supplied at only one centre; other centres use toques</li> </ul> </li> </ul>	<p><b>Gord will provide Dean with quarterly dates (by month) of meetings</b></p>

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<p><b>E. Video Surveillance of Staff Update – Dean</b></p> <ul style="list-style-type: none"> <li>• Pete confirmed that policy compliance checks are conducted at centres</li> <li>• These are not done to target staff</li> <li>• There have been no concerns raised by staff</li> </ul>	
<p><b>F. Hospital Escorts Meal &amp; Rest Breaks – Dean and Pete</b></p> <ul style="list-style-type: none"> <li>• The arbitration regarding this matter has been deferred from the fall with a mediation meeting set for December 16</li> <li>• Mike Eso stressed the need to resolve this without further delay; and, noted that the division is not meeting the mid-80s agreement regarding this matter</li> <li>• Pete observed that the practice is to provide some sort of relief in lieu (delayed break, early end to shift, etc.); a review of practice at the centres did not raise any concerns</li> <li>• Dean advised that he is hearing from members about lack of breaks for single-staffed escorts.</li> <li>• Dean pointed out that receiving lunch and coffee breaks are basic rights that fall in the labour standards branch regulations.</li> </ul>	
<p><b>G. Tape Recordings of Labour Relations Investigations – Dean</b></p> <ul style="list-style-type: none"> <li>• Pete agrees the employer will continue provide a copy of the recordings to BCGEU staff reps. This was agreed to at the last 3.1 meeting.</li> <li>• Dean advised that the employer is not always providing recordings within seven days to the staff representative</li> <li>• Sue noted that there are problems in sending very large files via e-mail, therefore they are being mailed securely which can cause a delay</li> </ul>	
<p><b>H. Joint Safety Training – Dean</b></p> <ul style="list-style-type: none"> <li>• Dean proposed a one-day training session for centre OHS co-chairs, component executive, and PSA representatives</li> <li>• Pete agreed but asked for someone to organize the session</li> <li>• Brian agreed to take this on and will work with Myrna Luknowsky, policy analyst, in organizing the training</li> </ul>	<p><b>Brian and Myrna Luknowsky to confer and propose a training day agenda</b></p>
<p><b>I. December Annual Leave at each Correctional Centre – Dean</b></p> <ul style="list-style-type: none"> <li>• Dean advised that December annual leave is being denied at the centres due to over working PTRs at various times throughout the year. This can be prevented by following the 5 formula when scheduling PTRs.</li> <li>• Pete confirmed that no provincial direction was given regarding denial of December leave; and, it was noted that last minute leave is difficult to schedule at this time of year and may be refused if the time is not available</li> </ul>	
<p><b>J. PTSD Follow-up – Brian</b></p> <ul style="list-style-type: none"> <li>• Brian noted that PTSD is becoming more recognized as a</li> </ul>	

ITEM	ACTION
<p>significant concern for correctional staff who are exposed to violence in the workplace; he would like more promotional awareness of PTSD in the centres to ensure those who need help come forward</p> <ul style="list-style-type: none"> <li>Pete acknowledged that education is key; it is the CIRT teams' mandate to assist those in need and everyone's responsibility to look after peers and employees</li> </ul> <p><b>J. PTSD Follow-up (cont.)</b></p> <ul style="list-style-type: none"> <li>Resources are available to staff – CIRT; EFAP; skilled practitioners in the centres (psychologists, etc.); Dr. Olley and Leeanne Howard are available following critical incidents.</li> <li>Ongoing education can take place promoting these resources through posters and ACTS</li> <li>It was suggested that the proposed joint safety training session (item H) could include a PTSD component</li> </ul>	<p>Debbie to consider development of a PTSD training module for ACTS</p>
<p><b>K. Component and Master Bargaining Wrap Up – Dean and Pete</b></p> <ul style="list-style-type: none"> <li>Component bargaining took place over three days in October; master bargaining took place throughout November</li> <li>Tentative agreements have been reached with the ratification process commencing in January 2014</li> <li>Dean reminded all that ratification can take place at the worksite, and Pete confirmed that centres will accommodate the process</li> <li>Dean advised that town hall information meetings will be conducted by the union; and, proposed contract details will be available soon on the BCGEU website</li> </ul>	
<p><b>L. Hours of Work Committee – Dean and Pete</b></p> <ul style="list-style-type: none"> <li>Dean noted that the committee met in October and developed a 40 hour work week schedule for SPSC; Dean would like this to go forward on a trial basis, following a vote by staff, until the opening of OCC</li> <li>Pete noted that a 40 hour schedule doesn't fit the SPSC staffing plan for the following reasons: it is significantly more expensive; there is a proposed earlier 9 p.m. lockdown; and, there are some longer shifts lengths (up to 15 hours) which are not appropriate; all of which affect the centre operationally in a negative way.</li> <li>The committee will reconvene with shift schedulers' participation to see if there is a viable alternative</li> </ul>	<p>Pete will provide Dean with a written outline of why the current proposal is not suitable</p>
<p><b>M. Provincial Rotation Agreement – Dean</b></p> <ul style="list-style-type: none"> <li>Dean asked if every centre had a working rotation agreement in place</li> <li>The agreement is in place provincially, except: the NFPC agreement has yet to be finalized; and, CS agreements are still being negotiated at KRCC and NCC.</li> </ul>	
<p><b>N. WorkSafeBC Correctional Centre Inspections Update – Dean</b></p> <ul style="list-style-type: none"> <li>Pete advised that the VIRCC inspection was completed recently; it</li> </ul>	

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<p>is anticipated that three orders will be issued</p> <ul style="list-style-type: none"> <li>• The NCC inspection started December 10</li> <li>• All other centres have been inspected with compliance in place for most orders; a few orders requiring the need for longer term training are still outstanding</li> <li>• A final report summarizing outcomes at all centres will be distributed by WorkSafeBC</li> </ul>	
<p><b>O. Province-Wide Tracking System Update – Dean</b></p> <ul style="list-style-type: none"> <li>• Pete advised that an audit of all incidents is conducted through headquarters every six months</li> <li>• Current data indicates that inmate-on-staff assaults are down 30%</li> <li>• The next audit will be conducted at the end of December 2013.</li> <li>• Dean pointed out the union would like to compare its numbers with HQ's.</li> </ul>	<p>Pete to provide Dean with the results of the July to December 2013 audit</p>
<p><b>P. Double-Staffed Escorts – Dean</b></p> <ul style="list-style-type: none"> <li>• This matter was assigned to the 3.1 Committee at the recent component bargaining.</li> <li>• Barry advised that a recent air ambulance escort from NFPC to PGRCC constituted a “near miss” as risk assessment protocols were not followed</li> <li>• A review of current policy will be undertaken; policy will be enhanced where deemed necessary</li> </ul>	<p>Steve Dix to review air transport escorts procedures and enhance policy where deemed necessary</p>
<p><b>Q. Rotational Lockups – Dean</b></p> <ul style="list-style-type: none"> <li>• This matter was assigned to the 3.1 Committee at the recent component bargaining.</li> </ul>	
<p><b>R. PTRs Pre-scheduled – Dean</b></p> <ul style="list-style-type: none"> <li>• Dean noted that there is an agreement that PTRs are to be scheduled as far in advance as possible and that there have been some complaints that this is not occurring</li> <li>• Pete advised that the agreement still stands and that problems should be addressed by local chairs and wardens</li> <li>• Pete also noted that the Staffing Committee meets once a month to review issues and promote best practices at all centres</li> </ul>	
<p><b>S. Living Unit Support Staff (PGRCC Pilot) – Dean and Pete</b></p> <ul style="list-style-type: none"> <li>• The PGRCC pilot was developed following work done through the Living Unit Officer Review</li> <li>• Although PGRCC was first to initiate this, all centres have formed working groups that will address the recommendations arising from the review (living unit routine, unit inspections, etc.) and initiate changes where possible within local operational parameters</li> <li>• Dean inquired about resulting staffing changes at PGRCC; Joanne advised that it is still “a work in progress” and described some shifts in the staffing model.</li> <li>• Union would like to see complete redistribution at all jails.</li> </ul>	

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<p><b>T. Inmate CAR Hearings &amp; Dispositions – Dean</b></p> <ul style="list-style-type: none"> <li>• Dean advised that there have been concerns expressed by staff over the inconsistencies in dispositions imposed on inmates during disciplinary hearings</li> <li>• Pete advised that such concerns have not been brought to his attention; and, he noted that training is provided to standardize a proper process that ensures quality control and to limit as much as possible the number of hearings where the matter is dismissed due to errors</li> </ul> <p><b>T. Inmate CAR Hearings &amp; Dispositions (cont.)</b></p> <ul style="list-style-type: none"> <li>• Disciplinary hearing coordinators are responsible for following up with staff on outcomes when concerns are raised, and in providing ongoing general education as to the process</li> <li>• When ADWs know that a particular decision may be viewed as problematic, they should brief involved staff</li> </ul>	
<p><b>U. ACCW Open Custody – Dean</b></p> <ul style="list-style-type: none"> <li>• Pete advised that the open custody unit at ACCW is closed and will be opened when it is fiscally viable to do so</li> </ul>	
<p><b>V. Online Courses – Dean</b></p> <ul style="list-style-type: none"> <li>• Dean asked that courses be promoted that address respectful workplaces</li> <li>• Debbie advises that courses are offered through ACTS for new hires and a course is being developed for other staff</li> <li>• The PSA also offers courses</li> </ul>	
<p><b>W. Saturday and Sunday 10 AM Unlock – Dean</b></p> <ul style="list-style-type: none"> <li>• Dean cited safety concerns with the lack of a staff muster for oncoming staff at the 10:00 a.m. unlock on weekends</li> <li>• Pete acknowledged that a mechanism should be in place for an information exchange; the matter will be reviewed and Dean will be advised of the outcome</li> </ul>	<p>Pete to advise Dean of outcome of review</p>
<p><b>X. Union Investigations – Dean</b></p> <ul style="list-style-type: none"> <li>• Dean noted that there is not always cooperation from the employer when the union raises issues (e.g. safety concerns; completion of risk assessments)</li> </ul>	
<p><b>Y. Bullying and Harassment – Steve Phillips</b></p> <ul style="list-style-type: none"> <li>• Pete advised that information regarding the new review process and training related to the bullying and harassment management requirements arising from the newly negotiated master agreement will be conveyed to staff once the agreement is ratified</li> </ul>	