

s.19(1)

AWI/IC Meeting
2012-07-26

In attendance,

Gord Zuber, AWI
Sarah Pullen, PM
Trisha Mitchell, A/SPO

CONFIRMATION

July 31, 2012

CAC unable to attend.

Committee Issues brought forward;

1) Office Hours

The IC requested confirmation/clarification for their office hours and recreation hours during weekday mornings. As per previous direction, the recreation department will be closed throughout Tuesday mornings; however will open at 9am for all recreation workers and committee members on the other days. This allows the SPO's to physically leave the department (shopping etc.).

2) Finance

IC have requested a meeting with finance to go over a number of finance issues - meeting will be arranged.

3) Third computer in IC office

IC has requested a third computer and work station in the IC office. A number of issues were discussed, and it was not deemed feasible. IC agreed to make work with the two current computers.

4) PJD events

IC noted they would like a formal structured activity that would include different spiritual leaders to attend and offer various forms of prayer. It was explained that nothing formal or sanctioned by management could be offered during that day. All offenders are expected to go to work, school, or programs as normal. However, they were advised that possibly something could be arranged in the evening, and that they would need to provide a proposal as soon as possible to ensure a full review could take place.

5) Employment

IC made inquiries in regards to a number of positions that have been proposed. PM Pullen is awaiting the supervising employees to choose from an approved list. Reminder will be sent out to those staff.

6) Signature Authority for IC

IC noted that effective immediately, they would like to put in place a process where two of them would need to sign off for any financial transactions. AWI Zuber and PM Pullen noted that as per policy only one signature was required, and advised against such as

may cause unnecessary delays, however if they wanted that in place, we would comply with this request.

7) IC use of telephones

IC requested a reminder be sent out to the officers that they are permitted to use their telephone to call the units. They were advised that they should call the units prior to them attending wishing to speak with an offender, however that they cannot use the phones to make requests of the officers to have offenders paged to come and see them. This led to a further discussion as to when they would be allowed in the units and room to speak with offenders. They were advised that clarification would be requested from the AWO.

8) Food Nights

IC wanted to be advised as to the tentative schedule of the food nights for this year so offenders could prepare and plan accordingly. They were informed such would be forthcoming. IC was made clear that for practicality, several groups will have their food nights at the same time. Offenders belonging to more than one of these groups will not be allowed to have multiple meals, but of course they will only have to pay for one meal.

9) Fund Raising (Food Drives)

Issue was raised that when multiple groups are involved in the food drives, they are not raising funds equally, or have a fair selection of items to be included on their drive. A number of options were raised that could easily address this issue. PM Pullen to speak with the SPO staff to get more background on the issue.

10) Kitchen update

None at this time. IC asked if those offenders in Unit Three needed to "stock up" on supplies. They were advised that this need not be a concern at this time, but consultation will take place as required.

Issue raised by PM S. Pullen

Change to Employment Process

Each job in the institution has now be categorized as either a position of trust, general position or elected position. Offenders can only apply to positions of trust if they have been in the institution for 60 days. This is to help streamline the process and decrease the amount of job applications. The changes to the process will be reflected in the inmate handbook and all newcomers will be given a copy of the definitions of the different types of positions and which positions they are able to apply to.



Gord Zuber, AWI