

A. GRENVILLE AND WILLIAM DAVIS COURTHOUSE LERC COMMITTEE MEETING

DATE: TUESDAY OCTOBER 26, 2004

TIME: 9:00 A.M. TO 11:20 A.M.

LOCATION: TRAINING ROOM # 3

ITEM #	PRESENTER	ITEM / DISCUSSION	DECISION / ACTION TO BE TAKEN
1.0	All	Present: Union – <ul style="list-style-type: none"> ➤ Meredith Johnson, Co-chair, ➤ Kin Lim ➤ Julie Weber (Union President)) ➤ Guests: Tracy Francis, Esther Kalverda Management – <ul style="list-style-type: none"> ➤ Jean Jones – MCO, ➤ Cindy Holovac, Co-chair, ➤ Gerri Wyatt Absent: Yvette Williams, Claudette Skeene, Marilyn Gamble,	
2.0	All	Minutes of January 28, 2004 were signed off on March 1, 2004	
3.0		<u>Old Business</u>	
3.1 add	Union	The union raised the following items from previous minutes, requesting that management review it and to be further discussed at the next meeting: <ul style="list-style-type: none"> a) from September 2003 minutes: Aggressive Clients 	<ul style="list-style-type: none"> a) MCO was looking at putting glass at the counters. Union noted that staff had not received training on aggressive clients and this is included in the grievance of Amador et. al.

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		<p>b) Attendance Support Program – pre-threshold meetings</p> <p>c) Employees receiving gifts</p> <p>d) LERC Memorandum of Agreement</p>	<p>b) Management was to meet with staff when they reached 6 sick days and have a meeting pre-threshold meeting wherever possible. The ministry's threshold was to be sent to all staff two times a year.</p> <p>c) Management was to send out a memo to all staff regarding the acceptance of gifts. Ministry's policy.</p> <p>d) Union wishes to review this memorandum at the next meeting and make any revisions necessary.</p>
4.0		New Business	
4.1 add	All	House keeping items:	<p>It was agreed that there will be a commitment from both management and the union to meet every three to four months, irregardless if there are agenda items or not.</p> <p>Management prepares the agenda and minutes of this meeting. It was requested that when the union submits agenda items that details of the issue/concern is clearly noted.</p> <p>The union noted that they would like the next minutes to reflect the status of the issue, in business.</p>
4.2	Union	<p>Communication</p> <p>a) computers for court support staff</p>	<p>a) the union noted there are 150 court support staff and few computers. It is the employers responsibility under the collective agreement to provide information to staff. The union questioned how do staff check their vacation, sick credits if they do not have access to a computer or do not receive a hard copy of</p>

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		<p>b) No directive from management allowing staff to utilize computers in the courtroom.</p> <p>c) Agenda items, emails sent to this committee</p>	<p>their credits? Question: is management violating the collective agreement? To be discussed further at the next LERC meeting.</p> <p>b) Management noted that in OCJ some courts do have computers and staff can utilize them to check their emails, and read CSD directives. For SCJ, we have not received a directive from the Judiciary allowing staff to utilize the computers in the courtroom. To be further discussed at the next LERC meeting.</p> <p>c) It was agreed that the union members would send the management co-chair agenda items and copy all members of the committee.</p>
4.2	Union	<p>Amador et al.</p> <ul style="list-style-type: none"> ■ Guests: Tracy Francis and Esther Kalverda <p>Re: training for staff</p>	<p>As per the stage 2 grievance heard October 21, 2004 – Amador et al., re: training – The union noted that the grievance is still outstanding and not withdrawn. It was agreed by both parties that this grievance will try to be resolved here at the LERC committee.</p> <p>Various tables for business lines were discussed: <u>Central Table</u> for business lines: MCO’s and SCO’s attend these meetings. The SCO’s that attend are also the regional leads otherwise the MCO is.</p> <ul style="list-style-type: none"> ➤ Criminal – SCO –Gayle Laws, Brampton & MCO Cathy Huiser, Hamilton ➤ Family – SCO – Bernie Flis, Hamilton & MCO Jean Jones, Brampton ➤ Small Claims – SCO Linda Dembe, Brantford & MCO Marilyn Gamble, Brampton ➤ Civil – SCO – Joan Zammit & MCO Bev Thomson, Milton ➤ Enforcement – MCO Sheila Bristo, St.

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		b) staff meetings	<p>Catherine's/ Welland</p> <ul style="list-style-type: none"> ➤ Court Support –MCO – Susie Bridge, Brantford <p><u>Regional Table</u> for business lines: SCO's and group leaders generally attend these meetings.</p> <ul style="list-style-type: none"> ➤ Criminal - SCO Jim Barclay, SCO Gayle Laws, Paula Liu and Liz Zawadowski ➤ Family, – SCO Gerri Wyatt, SCO Cindy Holovac, Kathy Barrett, Bonnie Roessler, Pauline Labelle ➤ Small Claims – SCO Joan Zammit & Gail Rennie (to be reviewed) ➤ Civil – SCO Joan Zammit (regional lead), SCO Cindy Holovac, Pauline LaBelle ➤ Enforcement – only SCO's attend – Joan Zammit ➤ Court Support – only SCO's attend <p>Union noted that they would like attendance by staff rotated. Furthermore, the staff person attending needs to communicate the information with his/her colleagues. It was noted that attending these meetings need to be relevant to the individual and their duties.</p> <p>Union felt this was not fair that not all staff are given an opportunity to attend these meetings.</p> <p>Management suggested that the union refer this training agenda item to MERC.</p> <p>b) union stated that staff meetings should not be at 7:30 a.m. – there have been complaints from staff regarding banking hours and a possible grievance. It has been suggested that meetings take place during business hours and rotate staff to continue serving at</p>

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		<p>c) Performance Management Plan and Review</p> <p>d) Procedural Manuals</p> <p>e) Recruitment of training needs, issues, departmental requirements, etc.</p>	<p>the counter. Minutes should be prepared. Union would like to see more staff meetings. With the additional supervisors now hired, supervisors will endeavour to complete them.</p> <p>c) Union noted that the performance plans need to be completed by management on all staff. With the additional supervisors now hired, supervisors will endeavour to complete them.</p> <p>d) Union requested to see all procedural manuals that Brampton's courthouse has. Management noted that the ministry manuals are found on the website. Jean will look into this.</p> <p>e) see attached email from Julie Weber, dated October 26, 2004 – for further discussion at the next meeting. Plan is to determine what training do we need to consolidate / specific training for the majority of staff and then once this is established discuss specific training for various areas.</p>
5.0	All	Next LERC Meeting	<ul style="list-style-type: none"> o Next meeting will be on Monday November 29, 2004, at 9:00 a.m. to 12:00 p.m. in training room # 3. o It was agreed that agenda items will be provided to management no later than Wednesday November 8, 2004 o It was agreed that Tracy Francis and Esther Kalverda will attend the next meeting to further discuss the training item which will be dealt with first.

Management and the union accept the LERC Minutes, dated Tuesday October 26, 2004

 Signature for Management and Date
 Minutes prepared by Cindy Holovac, on November 19, 2004

 Signature for Union and Date

-----Original Message-----

From: Weber, Julie (JUS)
Sent: Tuesday, October 26, 2004 1:58 PM
To: Colavita, Sonia (JUS); Francis, Tracy (JUS); Gamble, Marilyn (JUS); Holovac, Cindy (JUS); Johnson, Meredith (JUS); Jones, Jean X. (JUS); Kalverda, Esther (JUS); Lim, Kin (JUS); McHady, Sherry (JUS); Skeene, Claudette (JUS); Weber, Julie (JUS); Williams, Yvette (JUS); Wyatt, Gerri (JUS)
Subject: Court Services Division, Brampton Courthouse Staffing - Group of Amador

Greetings,

I would like to thank you all for a great meeting this morning. As discussed please find enclosed the list of staff and the individuals responsible for recruiting training needs, issues, departmental requirements, et cetera, from the below noted individual staff groups. In brackets beside the individual's name, I have indicated the supervisor's name for your information if necessary.

Judicial Secretaries - Tracy Francis - (Gayle Laws, OCJ + Cindy Holovac, SCJ)

MCO Staff - Julie Weber - (Marilyn Gamble & Jean Jones)

Courtroom Clerks - Meredith Johnson (Gayle Laws)

Court Reporters / Monitors - Julie Weber (Linda Fortier)

Court Registrar's - Meredith Johnson (Cindy Holovac)

Support Staff, CSO - Kin Lim - (Linda Fortier)

Interpreters Office - Julie Weber (Gayle Laws)

OCJ Trial Office - Tracy Francis (Gayle Laws)

OCJ Criminal Office - Kin Lim (Jim Barclay)

OCJ Family - Tracy Francis (Gerri Wyatt)

Small Claims, Enforcement & Finance - Esther Kalverda (Joan Zammit)

Civil / Family - Esther Kalverda (Cindy Holovac)

SCJ Trial Office - Esther Kalverda (Cindy Holovac)

As confirmed this morning we will all be responsible for bringing this information to our next LERC meeting, tentatively scheduled for Monday, November 22, 2004, 9:00 AM, or alternate date is Monday, November 29, 2004, 9:00 AM. Look forward to seeing you all then. Please do not hesitate to speak with me should you have any concerns regarding these issues and/or LERC.

Respectfully submitted,

Julie