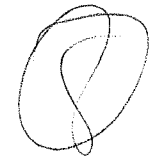


Enfield CI LABOR MANAGEMENT MEETING

September 24, 2008



In Attendance: Deputy Warden Pidgeon, Captain Degray, J. Harder, C/Os Lowe, DeSousa, LR Rafael Palacio

Presiding: Warden J. Feliciano

Recording: F. Feo

Agenda Item	Discussion	Action
Old Business.		
Exhaust Fans for F1 & F2.	F1 is all set. Maintenance is waiting on a new motor for the fan for F2 as the one they have has turned out to be faulty. The frame and grill work is complete.	J. Harder.
Storage Areas.	J. Harder received an email today approving the cage to be built in the C2 Dayroom. A secured cage area will be built with similar shelving as M Bldg.	J. Harder.
Window Shading.	The #2 door has been tinted. The problem is the upper part of the window. A shade will be purchased and installed in the upper portion of the window. If this does not work, we will look at shielding the monitor.	J. Harder.
New Business.		
Repair of Asphalt Around Compound.	Inside compound it a problem. A lot of areas in dire need of repair. First priority is down by the recreation yard and there are other areas. There are funds for paving and it will be done.	J. Harder will make a list; his staff will go around the compound and mark.
Disparagement for Line Staff by Different Shifts.	Professionalism among staff is gone and so is consistency. What is happening is unacceptable behavior by Supervisors via comments and attitudes about staff and other shifts. The staff working overtime are still complaining about the disparity. The Union wants a memo to all Supervisors regarding policies, procedures and actions toward staff. The Warden informed the Union that the officer should be writing an incident report when these occasions occur. Also, a Supervisor's meeting took place and these issues were discussed. In order to hold them accountable documentation is needed. The Union should give the Warden specifics about these incidents.	
Relieving Staff to Complete Paperwork.	Paperwork is required to be written by hand. Due to contractor issues, overtime issues and already being short staff, etc., it is not possible to relieve staff to complete paperwork. The concern remains that in an emergency we are short staffed. The issue still remains that we need to start and end the shift with a full compliment. Even if the shift starts with a full compliment, unforeseen circumstances arise and that needs to be understood. Also, at Union's request Labor Management meetings will be held at 12:00 noon from now on.	DW Pidgeon will handle via Roll Call notice that every effort should be made to properly relieve staff and provide coverage.
Procedures for Cell Phone Usage by Contractors/Vendors.	CO Lowe addressed this issue with DW Dion. He understands that foremans can carry a cell phone. The issue is that they are taking personal phone calls while on the tier.	Warden will address with subcontractors regarding business calls.

Union Representation.	There was a situation in which the officer was told that there was no one available. This issue was addressed at the Supervisor's meeting and they were informed that even though informals, coaching or Supervisory record of contact are not discipline, if the officer requests representation they should be allowed to have it. If this continues to happen an incident report should be filed.	
Round Table.		
MVP Cards.	There is a new procedure. Principal Riccio is the new facility PIO. He will receive the information and forward via email.	
Union Steward.	The union should inform its members that they need to request representation. Both staff and Supervisors need to be professional with each other. Make all Supervisors aware that if a union steward is not available they should call CO Lowe, CO Desousa, or CO Moore. This will eliminate interfering with the next shift or waiting until the next day. Telephone numbers of Union Stewards will be posted.	DW Pidgeon will reaffirm with Supervisors.
Interpretation of Overtime Procedures.	This is an ongoing issue. Director Callaghan is meeting with the Union on September 30 th where this issue will be addressed.	
2 nd Shift A&P Coverage.	A Roll Call notice went out. No issues have been heard. Compliments to the Administration and Captains for providing coverage.	

Next meeting: **TBD**