

LABOR MANAGEMENT MEETING

MINUTES

December 14, 2009

Present:

*Esther Torres, Warden
Brian Bradway, Deputy Warden
Anne Cournoyer, Deputy Warden
Jon Pepe, Union President
Steve Carlone, Union
Ray Stoddard, Chief Union Steward
Andre Carrion, Union Steward
Cathy Downey, HRS
Clint White*

The meeting was called to order by Warden Torres at 1:40 a.m.

Staffing Compliments In Each NP-4 Classification – Example: C.O. vacancies and inter shift transfers for next quarter

Ray Stoddard inquired about staff transferring here from Webster C.I. Warden Torres reported that she is not aware of anyone, but not definite. He wanted to make sure internal shift transfers took place first prior to additional staff coming. Warden Torres indicated that internal shift transfers are always completed prior to external transfers are assigned.

Forms: i.e., Incident Reports, Disciplinary Reports

Ray Stoddard reported that old forms are still being used at times and wanted to know if they would be accepted. Warden Torres stated that the new forms have been updated and the old ones should have been removed from the housing units. However, old forms surface. A light duty officer will go to all the housing units and update the forms and post orders. This task will be added to the corridor and light duty officer post orders.

Bed Moves

Ray Stoddard reported that convenience bed moves are not balanced racially. Warden Torres stated that a Shift Commander is the only staff that is authorized to make bed moves and to balance it racially is difficult. However, they do look at age and race as best they can.

Willard Building Chow Relief Schedule for Day Shift

Ray Stoddard requested that the chow relief schedules be put on laminated pocket cards. Warden Torres will take this recommendation under advisement. The 5 & 2 staff does stand chow in this facility.

Review of Post Orders

Warden Torres stated that if you have recommendations to please let Captain Donahue know. Once a post order has been updated, staff will be notified.

5 and 2 Positions

Ray Stoddard asked about posting all of the 5 and 2 openings and not to make the phone monitoring position an exception even if you are going to keep the same person in that position. Warden Torres will take this under advisement next time.

Other

Ray Stoddard brought up the fact that zone 8 for the Cybulski Fence is not lit up and you can't see the black ice. Officer Bass recommended tilting the recreation yard light for the winter months. DW Bradway will handle. In order to prevent injuries, the Warden requested that these types of safety issues be brought to DW Bradway's attention as soon as they arise.

Progressive discipline will be initiated for Correction Officer staff that leave their post to go to their car without prior authorization. In addition, a roll call notice was put out regarding electronic devices brought into the facility. Staff will be subject to progressive discipline for any violation of this policy.

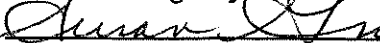
Officer Carrion asked about pay phones. Warden Torres stated that the telephone company indicated that the pay phones were not cost effective.

Warden Torres stated that she has a list of phone calls that staff are making from work. Those targeted are the most lengthy and expensive ones. Department heads have been notified. If you have a certain post, you are responsible for the phone calls made from that phone. She authorized some phones to be shut down after 4:00 p.m.

DW Bradway stated that assigned seating in the chow hall of the Willard Building is going well. It will be implemented in the Cybulski Building in the very near future.

The supervisor for third shift will stand chow.

The meeting adjourned at 2:20 p.m.


Susan Grucci, Adm. Asst.