



U.S. Department of Justice  
Federal Bureau of Prisons  
Federal Correctional Institution

Littleton, CO 80123

May 9, 2007

MEMORANDUM FOR BLAKE R. DAVIS, WARDEN

FROM: LMR Officials  
FCI Englewood

SUBJECT: **LMR Meeting - May 9, 2007**

The monthly Labor Management Relations meeting was conducted on May 9, 2007, at 12:30 p.m. in the Associates Warden's Conference Room. The following individuals were in attendance:

**Management**

Joel Ziegler, AW (O)  
William Lothrop, Captain  
Sarah Ulrich, ESD  
John Ferguson, Observer

**AFGE Local #709**

Eva Donaldson, President  
Becky Ray, Treasurer  
Todd Bull, Steward

**Old Business:**

**UNION Issues**

**1. Air Conditioning at the FDC:**

\*U\* The previous request for air conditioners at the region was denied.

\*M\* Spoke to Facilities and informed us that we will be getting some money to replace some units this year and the rest next year.

\*U\* How do we know that this plan is being put into action.

This item is tabled until some funding has been received. If we don't see any progress by spring we need to put in another work order.

**-Update 11-30-06**

\*M\* New units have been purchased now just waiting to have installed. Waiting on negotiating contracts for installation.

This item is tabled pending installation.

**-Update 02-14-07**

8 new air conditioners have been ordered and will be delivered within 5 weeks. Once received, they will immediately installed.

This item is tabled pending installation.

**-Update 05-09-07**

\*M\* air conditioners are being installed this week and will be completed by 05/15/2007.

This item is closed.

**2. Portal to Portal Officers working 8's:**

\*U\* They can't possibly get from the front grill to the unit exactly on time. So either some officers are working overtime or some are late for their posts. Powerhouse, can't possibly get from the front grill to the powerhouse and vice-versa.

\*M\* Unit officers are not required to stop at the key line therefore they can get to the posts on time.

\*U\* What about the officers that do have to go through the key line?

This item is tabled pending further research.

**-Update 11-30-06**

This item is tabled pending further research.

**-Update 02-14-07**

This item is tabled pending further research.

**-Update 05-09-07**

This item is tabled pending further research.

**3. Workmen's Comp. Committee:**

\*U\* When does it meet and Local 709 should be on the committee per the Master Agreement.

\*M\* Whoever told you this is incorrect. Per the Master Agreement it states that Safety and Health Committee will be composed of equal representatives will attend the meeting.

\*U\* Per the Program Statement that the Union and the staff member being discussed needs to be invited to be present at the meeting.

\*M\* Workmen's Comp. and accommodations are two different issues.

This item is tabled pending review of Program Statements for Workmen's Comp.

LMR Meeting Minutes  
May 9, 2007  
Page 3

**-Update 11-30-06**

\*U\* This institution is in violation of policy regarding Union members not being involved in the committee meeting.

\*M\* A message was sent out regarding the committee meeting.

\*U\* We need to have a standard way of handling all Workmen's Comp. Incidents.

This item is tabled upon research by Sarah Ulrich and Henry Ford of training with OWCP.

**-Update 02-14-07**

\*U\* Need Safety to attend. There seem to be a lot of employees processing their own appeals for OWCP. In the Workman's Comp. Committee meeting, the union should be at the entire meeting. It has come to our attention that the CA-1's have been taken away from supervisors.

\*M\* The management can not appeal on the employees behalf. However, if the employee needs help filling out the paperwork, be sure to call the Safety department and they will provide assistance. The Supervisor is not the one to fill out the CA-1's. The employee must request the CA-1 from Safety and fill out themselves. If an employee has to go to the hospital, they do not need to fill out a CA-1 or a CA-16 prior to going to the hospital.

\*U\* What is the status of the training research.

\*M\* The OWCP has local training but will not come here to train.

This item is tabled pending research from Mr. Beed on training.

**-Update 05-09-07**

\*U\* Why was C. Hedenskog not notified of the training? He went downtown to the training and there was none. Also, C. Hedenskog and T. Williams will be the Workmen's Comp and Safety Committee representatives and will need to be notified of meetings.

\*M\* There was some miscommunication regarding where and when the training was. This training is held very often. Notify Mr. Beed when you would like to attend this training.

This item is closed.

**4. Parking spots were supposed to be changed:**

\*U\* When is this going to happen. See LMR minutes from 2/23/2006.

\*M\* The signs are ordered. The parking lot will be reconfigured.

This item is tabled pending completion of parking lot.

LMR Meeting Minutes  
May 9, 2007  
Page 4

**-Update 02-14-07**

\*U\* Parking spots were supposed to be changed. When is this going to happen. See LMR minutes from 2/23/2006. Also, was discussed at LMR in November.

\*M\* The parking lot has been reconfigured and presented. Now just waiting for a budget.

This item is tabled pending a budget.

**-Update 05-09-07**

\*M\* This is completed.

This item is closed.

**5. Camera FDC Rear door:**

\*U\* Need to have one that moves and pans in-This is a security issue.

\*M\* Tim Sheldrake will research on availability and budget.

This item is tabled pending research from Tim Sheldrake.

**-Update 05-09-07**

\*M\* This is being installed today.

This item is closed.

**6. Boot issue once a year:**

\*U\* Was talked about.

\*M\* Would like to order a higher quality boot once a year instead of lower quality every nine months.

This item is tabled pending the Captain and Rob Neal meeting.

**-Update 05-09-07**

\*U\* Per Rob Neal, this is being negotiated at the region level and we can not negotiate it here.

This item is closed.

**7. Fence negotiations:**

\*U\* The moves and procedures are not being followed.

\*M\* There will be a committee put together to negotiate.

This item is tabled pending the committee.

**-Update 05-09-07**

\*M\* Once the fence is completed a committee will be created at that time.

This item is closed.

**Management Issues:**

**1. Overtime**

\*M\* With Rob Neal back can we re-negotiate the overtime MOU.

\*U\* Agreed.

This item is tabled pending re-write of a new MOU.

**-Update 02-14-07**

This item is tabled pending Mr. Neal attendance.

**-Update 05-09-07**

\*M\* MOU is being signed today.

This item is closed.

**New Business**

**Management Issues:**

**Union Issues:**

**1. Awards Committee:**

Why is the union not being notified of when these meetings are being held?? Per the Master Agreement, Article 10.

\*M\* Per the Master Agreement, this is to review suggestions only. The union will receive a notification on all meetings with the indication on whether there are suggestions.

This item is closed.

## **2. NIC Furniture:**

The furniture being stored in the old powerhouse, will all staff have access to it?

\*M\* We are looking at changing out the desks with the unit officer stations. Once completed a memo will go out to all staff upon availability. However, if staff do replace their furniture it is their responsibility to dispose of their old furniture.

This item is closed.

### **3. Campers driving for MSTC:**

How can the FDC Control Room Officer be held responsible for ensuring that inmates are keyed into and out of the system correctly? In addition, Lieutenants are not accounting for inmate drivers by physically looking at them in the morning before they leave for the MSTC.

\*M\* It is the duty of the FCI Control Room Officer to key the inmates in and out of Sentry. The Lieutenants are to come up and identify the inmates prior to departure and at the arrival of the institution. Another memo will be sent out reflecting these duties.

This item is closed.

### **4. Ballistic Vests:**

There is money in the Region to replace these. We need to start a replacement schedule and have it in the budget.

\*M\* A plan has been drafted and sent to region with the request to replace at least 10 vests per year with this year starting with 30 vests being replaced. We have already purchased some.

This item is closed.

### **5. Sallyport:**

Can we get local vacancies on Sallyport?

\*M\* An email is sent out to ENG/Current Users, ENG-News, Vacancies & All\_Unicorn\_Englewood once a vacancy has been posted. This should cover all staff available.

This item is closed.

### **6. Jail Secretary:**

Psych interns should be used for the forensic psychologist. Is this pilot program funding using the Jail Secretary?

\*M\* This is not a pilot program and Mr. Ziegler will monitor all duties assigned to the Secretary from the Psychology Department.

This item is closed.

LMR Meeting Minutes  
May 9, 2007  
Page 7

### **7. Workmen's Comp Issues:**

Refer to #3 in old business.

This item is closed.

### **8. New UA Procedures:**

Where is the training for the people responsible for doing this? Also, procedures were not negotiated.

\*M\* The Captain has procedures on a slide show for the officers to review.

\*U\* What about the disposing of the cups?

\*M\* Per Medical, urine is not hazardous waste and does not need to be disposed of in a special way.

This item is tabled pending further research.

### **9. Mainline Shakedown:**

Why do staff have to find their own relief when they are on annual leave, days off, etc. Managers should know when staff are on leave, days off, travel, etc., and not schedule staff for mainline shakedown for those days.

\*M\* It is not the staff members responsibility to find their own relief. Refer to the memo sent out by Mr. Garcia.

This item is closed.

### **10. Overtime procedures:**

Once again, people are being skipped. This has nothing to do with the new overtime MOU which has not been signed yet.

\*M\* This is regarding the bus trips, they are not being skipped. Bus trips are being filled by qualified custody officers. Non-Custody staff can only be considered to cover bus trips on their scheduled days off. Otherwise, we would be augmenting the schedules.

This item is closed.



LMR Meeting Minutes  
May 9, 2007  
Page 8

**The next LMR meeting will take place on Wednesday, July 11, 2007, at 12:30 p.m., with the agenda exchange Wednesday, July 4, 2007.**

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Joel Ziegler, LMR Chairman

Eva Donaldson, AFGE Local 709

**\*U\*- UNION                      \*M\*- MANAGEMENT**