



# DELEGATE SEMINAR

AUG.  
25TH  

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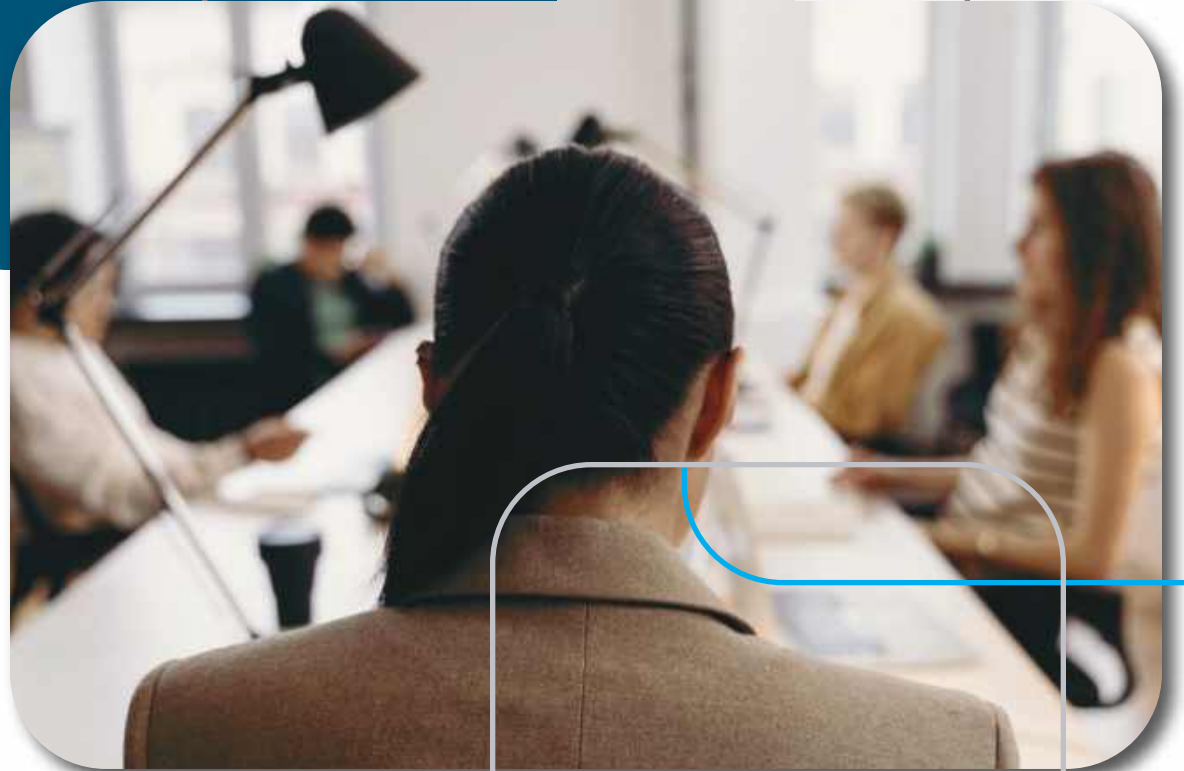
28TH

# 20 25

Presentation by

RODNEY McQUEEN  
First City-Wide Trustee

VANESSA QUINONES  
Bronx Borough Trustee



## HOW TO CONDUCT A LABOR MANAGEMENT MEETING

# INTRODUCTION

- The Union and the City realized that cooperation between management and employees is indispensable to the accomplishment of a sound and harmonious labor relation
- Through labor management meetings, Delegates get the opportunity to address the Commanding Officer with the Officers health & safety issues, questions, concerns, and/or complaints etc...
- Labor Management Meetings can be a successful tool in addressing and resolving issues while avoiding grievances and arbitration, which can sometimes take long to resolve

- Delegates are the liaisons between the Administration and the Officers
- Commanding Officers also have an opportunity to relay information to the Officers through the Delegates
- These Meetings are contractual and are also part of Departmental policy (Operations Order 13/15 Facility Labor Management Monthly Meetings)
- It is in the best interest of all parties to develop a professional relationship between each other so that these meetings are productive
- Meetings should be non-adversarial in nature to allow both parties the opportunity to resolve issues affecting the Officers



# LABOR MANAGEMENT AGENDA

- Template:



**CORRECTION OFFICERS' BENEVOLENT ASSOCIATION, INC.**  
"PATROLLING THE TOUGHEST PRECINCTS IN NEW YORK"

**MEMORANDUM FROM THE DELEGATE**

**Date:** March 6, 2024

**To:** Assistant Commissioner, R.M.S.C

**From:** Laron Mckoy, Vanessa Quiñones, Lamont Lowry, COBA Delegates

**Subject:** Agenda for the Labor Management Meeting for the Month of February

After careful review of the Officers' questions, concerns, and/or complaints these months, we have the following issues to discuss in accordance with Operations Order 13/15:

**New Business:**

**Issue 1.** We have received multiple verbal reports regarding safety hazards at the counsel visit post. The Officer assigned to this post does not have access to an additional exit and the gate, even though the post has two points of egress. The facility currently only allows Officers to use one entrance, creating a significant fire hazard. Therefore, COBA is requesting that the Officer assigned to this post be given access to both the other exit and the gate for the safety of all involved. In addition, the newly constructed counsel visit booth has a slot big enough for potential contraband. We insist the adjustments are made.

  
COBA HEADQUARTERS | 77-10 21<sup>ST</sup> AVENUE | EAST ELMHURST, N.Y. 11370 | T 718.545.2622 | F 718.545.2667 | COBANYC.ORG

**Issue 2.** The facility is currently not in compliance with Directive 4257R-B, "Command Discipline", as it has failed to follow the appeal process outlined in section VII, Command Discipline Review Process, by neglecting to complete and submit Section #8, "Respondents Request for Legal Division Review", form #454 to the legal division. The Correction Officers' Benevolent Association (COBA) demands that this practice cease and that facility managers adhere to the policy. We are prepared to hold the facility accountable by filing a grievance for each violation of this policy.

**Issue 3.** COBA is requesting an updated and accurate seniority list to be posted. The current list posted is outdated, dating back to 06/23, and does not reflect the numerous Officers who have transferred, resigned, and retired since that date.

**Issue 4.** We have received several verbal complaints on the facility's failure to follow Operation Order 2/21, "Awarding Job Assignments Within the Command". Officers who have awarded escort post: 414B (Mental Health Esc.), 410 (CAPS Esc.) and 215T (1 East Esc.) are requesting to work their awarded post. PIC's are being escorted to and from all these areas constantly by Officers who are not assigned to these posts.

**Issue 5.** We have received multiple verbal complaints about the facility's failure to follow departmental policy Directive 4250R, which outlines "Overtime Limitations and Controls/Uniformed to comply with voluntary overtime to allow Officers assigned to the facility to work overtime on an impartial and equitable basis." Instead, Officers not assigned to RMSC are volunteering for overtime and being scheduled on preferred posts, while Officers assigned to RMSC are being scheduled on non-preferred posts. It is important to prioritize our own Officers first, as this simple act has the potential to boost morale.

# LABOR MANAGEMENT AGENDA

- Confer with the Officers and the other Delegates in your command to gather issues for your Agenda
- Delegates need to work as a TEAM when formulating the Agenda
- Alternate monthly being the “Point Person” to formulate the Agenda
- Point person should reach out to your Delegate partners asking what issues they have to add to the Agenda
- Only Labor Management issues that affect the Officers as a whole should appear on the Agenda, not personal individual issues

## ||| **OLD BUSINESS & NEW BUSINESS**

- Start the Agenda with Old Business
- Old Business consists of issues that were not resolved at the prior month's meeting
- New Business are brand new issues for the current upcoming month's meeting
- It should take the Commanding Officer no more than thirty (30) days to address or resolve an issue
- Some maintenance issues could take longer due to them being capital projects (COBA can pursue other avenues such as filing a Grievance or a PESH complaint)



## ||| **PRIOR TO SUBMITTING YOUR LM AGENDA**

- Proof read the Agenda to check for grammatical and spelling errors
- Allow the other Delegates in your Command to view it for comments and/or suggestions
- Forward a copy to the Executive Board Member(s) that oversees your facility (they may have something to add)

## ||| SCHEDULING THE MEETING

- Contact the office of the Commanding Officer for potential dates and times
- Communicate those dates and times to your Board Member(s) and partner Delegates
- Make every effort to coordinate dates and times that work for everyone



## ||| **SUBMITTING YOUR AGENDA**

- You should submit your Agenda to the Commanding Officer at least one (1) week prior to the scheduled date of the meeting
- This will allow he/she to possibly start working on your issues prior to the actual meeting

## ||| WHO ATTENDS THE MEETINGS?

- Facility Delegates and Executive Board Members attend on the Union's behalf
- On Administration's behalf it is the Commanding Officer and possibly the Deputy Wardens of Security, Administration and Programs (Commanding Officer will decide)
- Based on your Agenda items you may want to request that a particular Deputy Warden attend

## ||| TAKE YOUR OWN NOTES/MINUTES

- It is imperative that you take accurate notes at all meetings
- Write down every response you are given by the Commanding Officer for each issue
- Make a note of who was in attendance at the monthly meeting
- Make sure when you receive the minutes from the meeting they are compatible to the answers you were given in your notes

## MEETING MONTHLY MINUTES

- Make a request for a copy of the minutes of the meeting about two (2) weeks after the meeting was conducted
- If you feel that the minutes are inaccurate, do not accept them
- Note on your next Agenda that based on the notes that you took, from the answers you were given, do not reflect the minutes that were submitted by the Commanding Officer to the Chief of Department and Labor Relations.

## ||| **KEEP THE OFFICERS INFORMED**

- Copies of your Labor Management Agenda and the finalized minutes you receive from the Commanding Officer should be posted in the COBA Bulletin Board.
- Encourage Officers to check the COBA Bulletin Board to stay updated with info on a constant basis.

# EXAMPLE OF ISSUES FOR AN AGENDA

## NEW BUSINESS:

- Issue #1:** In light of the murder of the Delaware Correctional SGT. at James T. Vaughan Correctional Center in Smyrna, a riot prevention contingency plan should be in place to prevent this from happening within this command. What measures will this administration put in place to raise awareness of staff and to make sure they are prepared if such an occurrence was attempted here?
- Issue #2:** The below listed Post were posted for 21 days to allow staff to put in for these Post. The Post came down on 1/10/17 and have yet to be awarded and signed off on: 1500-2331 tour: Ext. Control Room. General Office, Sp.11 "B", Sp.12 "B", Food Service, Perimeter 2300-0731 tour: Perimeter, Meal Reliefs Ext. Control Room Relief. Why haven't these Post been awarded yet? COBA is requesting an expedited process in the awarding of Post.
- Issue #3:** COBA has been informed that Control Room supervisors are being forced to shift reduce post in order to stay below an overtime cap implemented by Administration. COBA is well aware of the overtime strains on the department, but to not safely staff the Institution, especially with the current inmate population puts staff as well as inmates in danger.
- Issue #4:** COBA is requesting that the stick list be adhered to as delineated in Directive 4250R (Overtime Limitations and Controls)
- Issue #5:** COBA is requesting that video monitors be installed in all "A" stations to allow the "A" officer to be able to see the "B- officers at all times. This is a serious safety concern that needs to be rectified right away.








## COBA'S GOAL

- We need to do everything we can as a Union to improve the working conditions of the Officers we were elected to represent

# OPERATIONS ORDER

## 13/15

420E				THE CITY OF NEW YORK DEPARTMENT OF CORRECTION			
<b>OPERATIONS ORDER</b>							
<input type="checkbox"/> NEW		<input checked="" type="checkbox"/> REVISED		SUBJECT <b>FACILITY LABOR MANAGEMENT MONTHLY MEETINGS</b>			
EFFECTIVE DATE <b>11/17/15</b>	NUMBER <b>13/15</b>	PAGE 1 OF 2 PAGES					
AUTHORIZED BY THE CHIEF OF DEPARTMENT 							
MARTIN J. MURPHY <span style="float: right;">SIGNATURE</span>							
<b>I. PURPOSE</b> <p>The purpose of this Operations Order is to establish New York City Department of Correction (Department) procedures for Monthly Labor Management meetings to facilitate effective operations communication with staff at all levels.</p>							
<b>II. POLICY</b> <p>Heads of facilities and divisions shall hold separate monthly labor/management meetings with local union delegates for the Correction Officers Benevolent Association (COBA), the Corrections Captains Association (CCA), and the Assistant Deputy Wardens and Deputy Wardens Association (ADWDWA).</p>							
<b>III. GUIDELINES</b> <p>A. The Labor Management meetings shall:</p> <ol style="list-style-type: none"> <li>1. Provide opportunities to share Departmental and Institutional policies;</li> <li>2. Allow staff, through delegates, to bring concerns to the attention of the Commanding Officer; and</li> <li>3. Encourage suggestions and recommendations for improving the efficiency and quality of work-life at the command.</li> </ol>							
<b>IV. PROCEDURES</b> <p>A. Heads of facilities and divisions shall hold monthly staff meetings with key civilian personnel.</p>							

57TH				EFFECTIVE DATE <b>11/17/15</b>		SUBJECT <b>FACILITY LABOR MANAGEMENT MONTHLY MEETINGS</b>			
				OPERATIONS ORDER					
				NUMBER <b>13/15</b>		PAGE 2 OF 2 PAGES			
<b>IV. PROCEDURES (Cont.)</b> <p>B. These meetings shall be used as an opportunity to:</p> <ol style="list-style-type: none"> <li>1. Receive status reports on the various institutional operations;</li> <li>2. Report accomplishments and/or unusual problems; and</li> <li>3. Receive recommendations and suggestions for improving the efficiency of operations and the quality of work-life at the facility or division.</li> </ol> <p>C. Minutes of each meeting shall be sent to the Commissioner with copies to the Chief of Department, the Director of Labor Relations, and the appropriate union delegate. Each month's meeting minutes are to be distributed by the fifth (5th) day of the following month.</p> <p>D. Where minutes indicate that follow-up action is to be taken with respect to any issue brought up at the meetings, the results of such action shall be reported to the Commissioner, in writing, with copies going to the Chief of Department, Director of Labor Relations and the appropriate union delegate.</p>									
<b>V. SUPERSEDES</b> <p>A. Operations Order 31/86 – Monthly Staff Meetings, dated 07/30/86.</p> <p>B. Any other Directive, Operations Order, Teletype, Memorandum, etc., that may be in conflict with the policies and procedures outlined herein.</p>									
<b>VI. SPECIAL INSTRUCTIONS</b> <p>A. Commanding Officers of Facilities and Divisions shall ensure that the provisions of this Operations Order are strictly complied with.</p>									





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[illegible]



## **CORRECTION OFFICERS' BENEVOLENT ASSOCIATION, INC.**

**"PATROLLING THE TOUGHEST PRECINCTS IN NEW YORK"**

### **COBA HEADQUARTERS**

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### **SCAN QR-CODE**

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official Website and get up-to-date  
with latest news and your benefits!

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