

Ministry of Children and Youth Services Anti-Discrimination and Systemic Change Committee Meeting Minutes

**Date & Time:
October 14, 15 2009**

Location:	Brampton Probation Office
Present:	<i>Glenna Caldwell (U)* Percy Trapper (U) Jack Hopkins (U) Laurie-Lee Steels (M) Chris Pimento (M) Pauline Barr (M) Ilonka Landry (M)</i>
Regrets:	<i>Marg Smoke</i>
Guests:	<i>Doug Nesrallah, Carol Watson, Andrea Aitchison</i>
Notetaker:	

WELCOME & REVIEW OF MINUTES / ACTION ITEMS

DISCUSSION	<p>A) Welcome & Review of Minutes & Meeting date 2010 B) Statistics C) Employment Environmental scan RFP i) Mapping ii) Needs Analysis D) Mediation E) Ethical Principles - Update E) Tracking Protocol for Serious Substantiated Complaints F) Presentation – Results of Employee Engagement Survey 1pm G) Presentations to Management - October 15th & Nov. 25/26th</p>
	<ul style="list-style-type: none"> • A) The presentation to LERC Donald Doucet and Ronald Lester Youth Facilities will take place the week of January 11th –15th • <u>Future Meetings</u> • December 10 and 11th 2009 - Brampton Probation Office • January 27th and 28th 2010 – Scarborough Probation Office • February 24th and 25th 2010 – Hamilton Probation Office • March 24th and 25th 2010 – Ottawa Probation Office • April 28th and 29th 2010 – London Probation Office

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- Dates to be confirmed at the next meeting.

STATISTICS

DISCUSSION	<p>Statistics regarding gender breakdown within facilities and probation offices were reviewed between 2005 –2009.</p> <p>Committee noted that at this time females are not under represented within probation officer positions and management positions within probation.</p> <p>Committee noted that at this time half of the facilities appear to be gender balanced with respect to Youth Service Officers.</p> <p>However the committee also noted that across all facilities there appears to be gender balance within the Youth Service Officer fixed term/unclassified.</p> <p>With respect to supervisory positions within youth facilities it appears that females tend to be more under represented.</p>
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Action Items	PERSON RESPONSIBLE	DATE
<ul style="list-style-type: none"> • Management will obtain statistics on the number of women within the general population of Ontario. • Committee will obtain and review further statistics in April 2010. 	Management	April 2010

EMPLOYMENT ENVIRONMENTAL SCAN RFP

- A. MAPPING
- B. NEEDS ANALYSIS

DISCUSSION	<p>A) Mapping : Committee to work on questions for online survey during the December meeting.</p> <p>B) Needs Analysis: A resource has been assigned and work is ongoing.</p>
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Action Items	PERSON RESPONSIBLE	DATE

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MEDIATION

DISCUSSION	The program was presented to the management committee. The parties discussed the recommendations of the management committee. The table is recommending ten mediators.	
Action Items	PERSON RESPONSIBLE	DATE
<ul style="list-style-type: none"> • A sub-committee will provide a framework for the mediator selection criteria and selection process. • Management to provide update at the next meeting. 	Sub-committee	October 31 st /09

STATEMENT OF ETHICAL PRINCIPLES

DISCUSSION	The draft of Ethical Principles has been presented to the Management Committee and their recommendations were discussed and agreed to by the ADSC committee.	
Action Items	PERSON RESPONSIBLE	DATE
<ul style="list-style-type: none"> • Implementation update 	Management	Dec '09

**TRACKING PROTOCOL FOR SERIOUS
SUBSTANTIATED COMPLAINTS**

DISCUSSION	Letter templates have been confirmed.	
Action Items	PERSON RESPONSIBLE	DATE
<ul style="list-style-type: none"> • To be taken forward to Senior Management with an update. 	Management	Dec '09

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MANAGEMENT TRAINING PRESENTATION

DISCUSSION	Management meeting scheduled for October 15 th in Toronto. Committee has been designated 45 minutes to present. Parties discussed ideas towards content and approach for presentation of slides.	
Action Items	PERSON RESPONSIBLE	DATE

PRESENTATION – EMPLOYEE ENGAGEMENT SURVEY

DISCUSSION	Committee reviewed the divisional results of the survey. The committee has agreed to do some further analysis on the questions related to the mandate of this committee.	
Action Items	PERSON RESPONSIBLE	DATE
Committee to continue to review information as it becomes available.	Committee	Dec '09

INFORMATION BINDER

DISCUSSION	•	
Action Items	PERSON RESPONSIBLE	DATE
Deferred to the next meeting.	Committee	Dec '09

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SET AGENDA FOR NEXT MEETING

DISCUSSION	<ul style="list-style-type: none">A) Welcome & Review of Minutes & Meeting date 2010B) Employment Environmental scan RFP<ul style="list-style-type: none">1) Mapping2) Needs AnalysisC) MediationD) Ethical Principles - UpdateE) Tracking Protocol for Serious Substantiated ComplaintsF) Discussion of Employee Engagement SurveyG) Presentations to Management - October 15th & Nov. 25/26th Feedback /Debrief.H) Information Binder.I) Update work plan.J) Brochure.K) Orientation package implementation update.
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Glenna Caldwell
Glenna Caldwell

Laurie-Lee Steels
Laurie-Lee Steels

14 Oct. 2009
DATE