

Systemic and Anti-Racism Organizational Change (SAROC)

Steering Committee Meeting Minutes

OPSEU Downtown Toronto Office
31 Wellesley St., East, Toronto ON
February 24th, 2010
9:30 am – 3:30 pm

Co-Chairs:

Gord Longhi, Halton South P&P
Lisa Vescio, Director, OSCB, OED

Management Members:

Sandra Adams, ER Advisor, MGS
Laval Binns, Manager, Etobicoke North P&P
Anne Chabot, Senior Advisor, Office of Aboriginal Issues, OED
Lisa Vescio, Director, OSCB
Marg Welch, Reg. Dir., AIS

OPSEU Members:

Mark Brewster, OPSEU - Toronto Jail
Brian Chauvin, OPSEU - Windsor Jail
Lori Kruger, OPSEU – Thunder Bay CC
Gord Longhi- OPSEU - Halton South P&P
Jim Paul, OPSEU Staff
Marg Smoke, OPSEU Staff

Resource Staff:

Renée Hewer, Project Assistant/Analyst (A), OSCB, OED
Monica Mori, Manager (A), Transformation Design & Implementation Unit, OSCB, OED
Remi Warner, Org. Change Specialist, Transformation Design & Implementation Unit, OSCB, OED

Regrets:

Eduardo Almeida, OPSEU
Tim Brown, OPSEU Rep, Aboriginal Circle Chair
Donna Keating, Superintendent, Vanier

Guests:

Nils Riis, Analyst, Orders Compliance Unit, CRHR, OED

Minute taker:

Renée Hewer, Project Assistant/Analyst (A), OSCB, OED

Agenda

Meeting Agenda				
Item	Item Type	Time	Item	Lead
1.	Update	10 minutes	Introductory Remarks <ul style="list-style-type: none"> Update on current negotiations Review of Agenda 	Lisa Vescio / Gord Longhi
2.	Standing Item	10 minutes	Committee Business <ul style="list-style-type: none"> Approval of Nov 18, 2009 Minutes Steering Committee membership changes Review status of action items from previous meeting 	Lisa Vescio / Gord Longhi
3.	Update / Decision	15 minutes	STAP Call-Out & Review	Marg Welch / Remi Warner / Gord Longhi
4.	Update / Decision	2 hrs 25 minutes	Work Plan <ul style="list-style-type: none"> OPSEU revisions or edits to last tabled version (V. Nov 16, 2010) 	Remi Warner / Gord Longhi
5.	Update / Decision	15 minutes	Future Directions <ul style="list-style-type: none"> Review of work plan initiatives for effectiveness SAROCSC Terms of Reference Communications to Local SAROCC 	Lisa Vescio / Gord Longhi
6.	Standing Item	15 minutes	Agenda Items and Timing of Next Meeting	Lisa Vescio / Gord Longhi

1.	Update	10 minutes	Introductory Remarks <ul style="list-style-type: none"> Update on current negotiations Review of Agenda 	Lisa Vescio / Gord Longhi
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Discussion Summary:

- As per the Ministry's Green Initiative, we are making efforts to go to paperless as much as possible. Therefore we will try to use electronics as much as possible and will not be providing extra copies of materials unless specifically requested. All members advised to bring their materials with them to meetings.
- Introductions took place around the table for the new members, i.e. Lori Kruger, OPSEU – Thunder Bay Correctional Centre and Sandra Adams, Employee Relations Advisor.

Update on current negotiations:

- G. Longhi updated the committee as to the status of the proposed Transformation Strategy.
- L. Vescio noted that the this committee will continue to focus on the Systemic Change Program (O'Brien Orders), with the anti-racism component added in 2005 being addressed and included in the broader transformation strategy.

Review of Agenda:

- Agenda approved as presented with the following addition:
 - Systemic Interventions

Agreed to Actions/Decisions				Lead(s)
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2.	Standing Item	10 minutes	Committee Business <ul style="list-style-type: none"> Approval of Nov 18, 2009 Minutes Steering Committee membership changes Review status of action items from previous meeting 	Lisa Vescio / Gord Longhi
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Discussion Summary:

- The abbreviated/summarized version of the meeting notes will be considered the official meeting Minutes, to be signed off on and posted on the Intranet.
- The detailed notes taken by the Ministry side will be shared and kept as a record of the meeting business.

Approval of Nov 18, 2009 Minutes:

- Nov 18th, 2009 Minutes approved with the following change:
 - Re: Action Item #7: change to "Move forward with Aboriginal Awareness Training curriculum currently in possession, i.e. M. Smoke, L. Kruger & D. McLeod – PASAC Curriculum. A. Chabot to work with union in developing future training as needed."

Steering Committee membership changes:

- Management: Sandra Adams, ERA replaced Karen Martin, ERA.
- OPSEU: Lori Kruger, Thunder Bay C.C added as a member.

Review of status of Action Items from Nov 18, 2009 Minutes (numbered as per Nov 18 Minutes document):

- Agreement to only speak here to items not on the current Agenda, to avoid overlap.
- Action items from the Nov 18, 2009 meeting were reviewed (see Action Items list for further action in each case).
- The following items were either agreed to have been completed, had no further action associated, or were not items on the current Agenda (numbering as per Nov 18, 2009 Minutes):

3. Framework for SAROCC Subcommittees: The framework was incorporated into the proposed Terms of Reference for the Steering Committee. *This item is now complete.*

5. LSAROCC membership gap fill: There was agreement not to add new members at this time in light of ongoing negotiations. Communications to the LSAROCCs follow.

6. Management Resource Orientation: *Item removed from the Agenda due to current negotiations.*

9. LSAROCC member 3-day skill-building training – preface: *Item removed from the Agenda due to current*

negotiations.

10. ATRC Intervention: add under new Agenda item "Systemic Interventions".
11. Meeting with OED & OPSEU re: TOR and Transformation Strategy: *This item is now complete.*
20. Mediation Process: *This item is to be added to the current Agenda for discussion.*
21. Meeting Materials: *Item completed.*

<u>Agreed to Actions/Decisions (new numbering going forward)</u>			<u>Person(s) Responsible</u>
1.	<u>Nov 18, 2009 Minutes – Action Item #1 - Meeting Minutes & Notes - Further Action</u> : Mark Brewster and Remi Warner to meet soon after end of scheduled Steering Committee meeting to review and confirm action items.		Remi Warner Mark Brewster
2.	<u>Nov 18, 2009 Minutes – Action Item #2 – Audit Response from the union - Further Action</u> : Mark Brewster to work on this and table at the next meeting.		Mark Brewster
3.	<u>Nov 18, 2009 Minutes – Action Item #4 - Guidelines for LSAROCC NILO contracts and payment to past Aboriginal NILO and community members – Further Action</u> : (1) Provide a written statement as to payment arrangements with current NILOs serving on LSAROCCs. (2) Contact the LSAROCC Co-Chairs of the committees that past community members served on to ascertain hours worked and to get their contact information to be able to arrange payment for their time on the local committees. Include an apology letter with the payment notification.		(1) Lisa Vescio (2) Monica Mori
4.	<u>Nov 18, 2009 Minutes – Action Item #7 - Aboriginal Awareness Training for LSAROCC Members – Further Action</u> : LSAROC Subcommittee to re-convene via teleconference to plan this training ASAP.		LSAROCC Subcommittee
5.	<u>Nov 18, 2009 Minutes – Action Item #14 – DCF/FRP – Further Action</u> : Provide stats currently in possession to Union before next Steering Committee meeting.		Remi Warner
6.	<u>Nov 18, 2009 Minutes – Action Item #19 –WDHP Tracking Registry & Protocol – Further Action</u> : (1) Management to send to OPSEU a current list of names on the Tracking Registry, and to ensure OPSEU President is getting informed of substantiated WDHP cases, in conformity with the Tracking Protocol. (2) Send a reminder (to who?) to ensure that all substantiated complaints are tracked, both internal and external complaints.		Lisa Vescio
3.	Update / Decision	15 minutes	STAP Call-Out & Review
			Marg Welch / Remi Warner / Gord Longhi
<u>Discussion Summary:</u>			
<ul style="list-style-type: none"> • Discussion about the forms presented for review at this meeting and the changes made from last year's (2009) implementation. • Confirmation that the forms were only changed to come into alignment with the instructions given in the Manager's Guide, with no changes to the instructions themselves or to the Policy. 			
<u>Agreed to Actions/Decisions</u>			<u>Person(s) Responsible</u>
7.	<u>STAP Call-Out, 2010</u> : Send a communication out to the RDs noting that the parties have agreed that the STAP call-out this year is to be delayed for another month.		Lisa Vescio
8.	<u>STAP Forms</u> : Marg Smoke, Remi Warner and Renée Hewer to meet on March 1 st to review the forms and information to be sent out to the field. Bring back to Steering Committee any policy changes/unresolved issues.		Remi Warner Marg Smoke

4.	Update / Decision	2 hrs 25 minutes	Work Plan <ul style="list-style-type: none"> Union's revisions or edits to last tabled version (v. Nov 16, 2009) Initiatives: #10, #21, #9, #15, #29 & #26 	Remi Warner / Gord Longhi
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Discussion Summary:

Union's revisions/edits to last tabled version of work plan (v. Nov 16, 2009):

- Union's review not yet complete.
- Discussion about getting approval on a quarterly basis instead of at every meeting. Status updates and agreement on action items can be done through the Minutes and as needed.
- R. Warner will provide an updated electronic version of the workplan after this meeting.
- Approach to work plan: L. Vescio noted that she is interested in a collaborative approach. Although a number of initiatives fall under OED's lead, would like to work closely with the Union in how to approach the work.

Initiative #10 – Grievance Process for the Systemic Change Program:

- Discussion about this initiative, specifically clarifying what it is meant to address and accomplish.
- *Agreement from both sides to consider this initiative as completed/implemented after completion of the Action Item (see below):*

Initiative #21 – Employee Acknowledgement and Declaration Form:

- See Action Item below.

Initiative #9 – Mediation Program and Initiative #15 – Exit Interviews (report by Nils Riis regarding relation to McKinnon orders):

- N. Riis reported with an update and relation to McKinnon orders.
- Both the Mediation Program and the Exit Interviews SCP initiatives overlap with the McKinnon orders, specifically the 2002 Devlin recommendations.

Mediation Program:

- Discussion around mediation training and need for collaboration. .

Exit Interviews:

- Discussion around exit interviews and how best to ensure fulfillment of not only McKinnon (Devlin) orders, but also O'Brien Orders.

Initiative #29 – Performance Appraisal Process:

- Discussion of ways to ensure and monitor that a Performance Appraisal Process is in place for AIS staff
- The committee discussed the proposed rollup forms as submitted and changes were recommended as follows:
 - Request data for the 2009 calendar year (not fiscal year).
 - Add a field for the total number of employees in each occupational grouping.
 - Separate into classified and unclassified.
 - Add a space for comments.
 - Set deadline as April 15, 2010.
- Going forward, the data should be collected at the end of January for the previous calendar year.

Initiative #26 – WDHP Interview Question(s):

- Discussion of preliminary review of embedding of WDHP questions in the interview process. Anonymized samples to be provided to the Steering Committee for review going forward.

Agreed to Actions/Decisions

Person(s) Responsible

9. Work Plan Revisions/Edits: Remi to send Gord Longhi and Marg Smoke latest electronic version of the work plan as soon as possible. OPSEU to table their revisions at next SAROCSC meeting.
10. Initiative #10 Grievance Process for the Systemic Change Program: Each side to communicate with their respective grievance officers that all grievances related to the Systemic Change Program initiatives and related gender-based systemic issues should be flagged and reported to the Steering Committee Co-Chairs through their respective agents, for early intervention and resolution. *This initiative is to be considered completed/implemented with completion of this action.*

Remi Warner

Lisa Vescio
Gord Longhi

<p>11. <u>Initiative #21 Employee Acknowledgement & Declaration Form</u>: Send a communiqué to the RDs to disseminate to the field reminding Managers and Superintendents that they should have a process in place to ensure that new employees have an opportunity, within 6 months of their hire date, to discuss, review and sign the Employee Acknowledgement & Declaration form. Note in communiqué that this is done to increase awareness and that the signed form will never be used for disciplinary purposes/in a disciplinary forum.</p>				Remi Warner
<p>12. <u>Initiative #9 Mediation Program</u>: Remi to contact Marg Smoke to give an update/have discussion on mediators and what's being done around this.</p>				Remi Warner
<p>13. <u>Initiative #29 Performance Appraisal Process</u>: Revise PDP Rollup forms as noted and email to Co-Chairs for final review before sending out.</p>				Renee Hewer
<p>14. <u>Initiative #26 WDHP Interview Questions</u>: Provide samples of the interview questions used in management competitions to Gord Longhi.</p>				Remi Warner
5.	Update / Decision	15 minutes	Future Directions <ul style="list-style-type: none"> Review of Work Plan Initiatives for Effectiveness SAROCSC Terms of Reference Communications to LSAROCC 	Lisa Vescio / Gord Longhi
<p>Discussion Summary:</p> <p>Review of work plan initiatives for effectiveness:</p> <ul style="list-style-type: none"> Discussion of next steps for moving forward with the SAROC/SCP work plan initiatives. Recommendation to take an open and honest look at all of the current SCP initiatives and jointly explore options going forward. <p>SAROCSC Terms of Reference:</p> <ul style="list-style-type: none"> <i>Discussion deferred due to current negotiations..</i> <p>Communication to Local SAROCCs:</p> <ul style="list-style-type: none"> Discussion about communications to the Local SAROCCs regarding negotiations and their outcome 				
<p>Agreed to Actions/Decisions</p> <p>15. <u>Communication to LSAROCCs about Future Directions / Transformation Strategy</u>: Send the draft version of the communiqué to be sent to the Local SAROCCs to Gord Longhi for input and review.</p>				<p>Person(s) Responsible</p> <p>Lisa Vescio</p>
6.	Update		Systemic Interventions	
<p>Discussion Summary:</p> <p><i>Item Deferred</i></p>				
7.	Standing Item	15 minutes	Agenda Items and Timing of Next Meeting	Lisa Vescio / Gord Longhi
<p>Discussion Summary:</p> <ul style="list-style-type: none"> Set for the 3rd Wednesday of every month. Next meeting: March 24th, 2010 at OPSEU's Mississauga Office, 5757 Coopers Ave. Mississauga 				

Signatures:

Original signed by

Original signed by

Gord Longhi, OPSEU Co-Chair

Lisa Vescio, Management Co-Chair