

SAROC Steering Committee Meeting Minutes

OPSEU Mississauga
5757 Coopers Ave., Mississauga ON
May 26th, 2010 9:30 am – 3:30 pm

Co-Chairs:

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

Eduardo Almeida, OPSEU
 Gord Longhi- OPSEU - Halton South P&P
 Jim Paul, OPSEU Staff
 Marg Smoke, OPSEU Staff

Management Members:

Sandra Adams, ER Advisor, MGS
 Anne Chabot, Senior Advisor, Office of Aboriginal Issues, OED
 Monica Mori, Manager (A), TDI Unit, OSCB, OED
 Lisa Vescio, Director, OSCB
 Marg Welch, Reg. Dir., AIS
 Donna Keating, Superintendent, Vanier

Resource Staff:

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

Regrets:

Laval Binns, Manager, Etobicoke North P&P
 Mark Brewster, OPSEU - Toronto Jail
 Lori Kruger, OPSEU – Thunder Bay CC

OPSEU Members:

Brian Chauvin, OPSEU - Windsor Jail

Minute taker:

Renée Hewer, OSCB, OED

Meeting Agenda				
Item	Item Type	Time	<i>Item</i>	Lead
1.	Update	5 mins	Introductory Remarks	Lisa Vescio/ Gord Longhi
2.	Standing Item	20 mins	Committee Business (a) Approval of SAROCSC Meeting Minutes – February 24, 2010 and March 24, 2010. (b) Review status of action items from previous meeting not covered by today's Agenda.	Lisa Vescio/ Gord Longhi
3.	Standing Item	10 mins	Update from Office of Aboriginal Issues (OAI)	Anne Chabot
4.	Update / Decision	30 mins	Approval of Recommendations – SAROC Work Plan Initiatives (a) Dependant Care Fund / Family Responsibilities Policy. (b) Employee Acknowledgement & Declaration Form. (c) (Expedited) Process for SCP Grievances. (d) WDHP Tracking Protocol & Registry – update from Director, CRHR Branch re: current process.	Lisa Vescio Mary-Jo Knappett
5.	Decision	4 hrs	SAROC Work Plan Status Report • Format, process and content.	Lisa Vescio / Gord Longhi
6.	Update/ Decision	10 mins	New Business	
7.	Standing Item	5 mins	Agenda Items and Timing of Next Meeting	Lisa Vescio/ Gord Longhi

1.	Update	5 minutes	Introductory Remarks	Lisa Vescio
<p><u>Discussion Summary:</u></p> <p>G. Longhi noted the following:</p> <ul style="list-style-type: none"> • Regrets from Mark Brewster for today's meeting, conflict with another meeting. • Lori Kruger has stepped down for 6 months, due to secondment. Union side will have someone else fill the temporary vacancy. <p>L. Vescio opened with the following:</p> <ul style="list-style-type: none"> • Regrets from Laval Binns due to a family situation. • Donna Keating will join the meeting this afternoon. • There have been some changes in OED. Specifically, Remi Warner is no longer with MCSCS, he's now at MCYS. We have 2 new Organizational Change Specialists, with 1 more person starting soon. • Congratulations to Marg Welch on being awarded the Deputy Minister's Award for Diversity, for her years of work in the area of equity and inclusion. • Please refer to the article that was sent with the meeting materials around teleconferencing etiquette, i.e. "13 Teleconferencing Do's and Don'ts". This was sent out for review and consideration as we explore alternate ways of meeting. • Compliance with the O'Brien orders is still a priority and so following through with implementation of the initiatives as soon as possible should be the main work of this committee. <p>G. Longhi replied:</p> <ul style="list-style-type: none"> • OPSEU has assigned more resources to continue this work and we share in the spirit of moving forward. Looking forward to moving at a quicker pace in getting the work done. • M. Smoke will continue to be at this table in the capacity of OPSEU staff. 				
<u>Agreed to Actions/Decisions</u>				<u>Lead(s)</u>
2.	Standing Item	20 minutes	Committee Business: (a) Approval of Minutes: Feb 24 & March 24 2010. (b) Review status of Action Items from previous meeting, not covered on today's Agenda.	Lisa Vescio / Gord Longhi
<p><u>Discussion Summary:</u></p> <p>(a) Approval of Minutes: The February 24, 2010 and March 24, 2010 Minutes were approved and signed by both Co-Chairs. Action: R. Hewer to scan and email Minutes to Co-Chairs and M. Smoke.</p> <p>(b) Review of status of Action Items from March 24, 2010 meeting. <u>Only items not covered on today's Agenda (numbered as per March 24th Minutes):</u></p> <ol style="list-style-type: none"> 1. <u>Audit response from the union:</u> (1) Completed. (2) Incomplete. The ESR subcommittee has not been re-convened. 2. <u>NILO and community members of LSAROCCs:</u> Discussion about difficulties in locating the individuals who were to be paid for past work on LSAROCCs. A payment process for NIOs, CCWs and other community members serving on the new LEICs will be formalized after parameters have been set for these committees. Agreement to close this item after completion of the action item (see below). 3. <u>DCF/FRP (Initiative #1 & 2):</u> On current Agenda, see discussion and subsequent action item(s) in section 4. 4. <u>WDHP Tracking Registry & Protocol (Initiative #5):</u> (1) On current Agenda, see discussion and subsequent action items in section 4; (2) Completed; (3) Completed; (4) Completed. 5. <u>Grievance Process for Systemic Change Program (Initiative #10):</u> On current Agenda, see discussion and subsequent action item(s) in section 4. 6. <u>Employee Acknowledgement & Declaration Form (Initiative #21):</u> On current Agenda, see discussion 				

- and subsequent action item(s) in section 4.
7. WDHP Interview Questions (Initiative #26): Completed. Discussion: M. Welch noted that all RDs have been given direction in writing to come up with appropriate WDHP questions and consult with OED both on the questions and the answers before using in their competitions. Many managers now have had training in bias-free recruitment practices. This has been a topic on the AIS and ACS agendas and utilized for many years now. M. Smoke commented that the major problem was that the questions being asked were found not to be appropriate to the level and job being interviewed for. Specifically, more relevant questions and a more formalized process were needed.
 8. Communication to LSAROCCs about future directions/Transformation Strategy: Deferred. Still awaiting corporate agreement that we are moving forward with the reconstitution. .
 9. Aboriginal Cultural Awareness Training: (1) Completed. Discussion: Richard Pierre reviewed the Draft Local SAROC Aboriginal Cultural Awareness slide presentation developed by L. Kruger and submitted his recommendations to the SAROC Committee. There was further discussion about the timing of the training and who would facilitate.
 10. Question from LSAROCC at Thunder Bay Jail: Incomplete.
 11. LSAROCC Success – Recognition for work done: Incomplete.
 12. Work Plan: Completed.
 13. Mediator’s Program Meeting: Completed.

<u>Agreed to Actions/Decisions from 2a & 2b above (new numbering going forward):</u>	<u>Person(s) Responsible</u>
1. <u>February 24 and March 24, 2010 Minutes</u> : R. Hewer to scan and email Minutes to Co-Chairs and M. Smoke.	Renee Hewer
2. <u>ESR (Initiative #7)</u> : (1) L. Vescio to confirm that there are no issues preventing the Steering Committee from moving forward on the ESR recommendations; (2) Set dates to re-convene the ESR subcommittee.	(1) Lisa Vescio (2) Lisa Vescio / Gord Longhi
3. <u>Payment to NILOs for past work on LSAROCCs</u> : (1) Send a letter with a cheque in payment for the agreed to hours, to Roxanne Miller in care of Randy Denis, Superintendent at TEDC. (2) M. Smoke will continue to try getting in touch with Robert Ryan to ascertain hours worked and an address to forward payment.	(1) Monica Mori (2) Marg Smoke
4. <u>WDHP Interview Questions (Initiative #26)</u> : (1) L. Vescio will consult with Mary Jo Knappett, Director CRHR Branch, and bring back to this table information as to what is being done now in the regions with regard to the use of position-specific questions/scenarios. (2) Send a copy of the letter that was sent out to RDs directing them around the WDHP question.	(1) & (2) Lisa Vescio
5. <u>Communication to LSAROCCs about future directions/Transformation Strategy</u> : Communicate with LSAROCCs and Facilitators about future direction of SAROC, after corporate agreement as to reconstitution.	Lisa Vescio / Gord Longhi
6. <u>ACA Training</u> : (1) Both sides to confirm who will facilitate the ACA training from their side; management has proposed Dave Walker, CNCC to replace R. Pierre; (2) Re-convene LSAROCC subcommittee to finalize curriculum and plan logistical rollout.	(1) Lisa Vescio / Gord Longhi (2) LSAROC Subcommittee
7. <u>Question from LSAROCC at Thunder Bay Jail</u> : Co-Chairs will review and provide a response to Thunder Bay Jail.	Lisa Vescio / Gord Longhi
8. <u>LSAROC Successes – Recognition for work done</u> : Communiqué to LSAROCC Co-Chairs will be drafted and sent out by Friday May 28 th . Copy to respective Superintendents and highest ranking LEC.	Lisa Vescio / Gord Longhi

3.	Standing Item	10 minutes	Update from Office of Aboriginal Issues	Anne Chabot
<p>Discussion Summary:</p> <p>A. Chabot updated the committee with the following OAI key initiatives:</p> <ul style="list-style-type: none"> • Aboriginal Leaders Table on Corrections – now being referred to as the external Aboriginal Advisory Board to ensure consistency with the McKinnon Tribunal Orders. The Advisory Board will be composed of on and off reserve leaders from the Aboriginal community. The Chiefs in Ontario (COO) and the Ontario Federation of Indian Friendship Centres (OFIFC) have been engaged by the OAI to identify common issues and priorities between on and off reserve groups which will then serve as the basis for discussions to determine the scope of the board with the ministry. • Aboriginal Peoples Advisory Group (APAG) – An internal group of the ministry comprised of front line Aboriginal staff (both COs and POs) to advise the OAI and OED on issues, priorities and perspectives pertaining to Aboriginal staff. An interim committee is currently in operation until a permanent group can be selected. People interested in applying for membership to the permanent body should identify themselves to either Anne Chabot or Richard Pierre. It should be noted too that an advertising campaign announcing the group’s formation and encouraging Aboriginal staff to apply is forthcoming. • Aboriginal staff gathering – Information related to possible sites for the next gathering is currently being collected and assessed. The OAI is looking at a Fall 2010 date. The OAI is also looking at the cost effectiveness of the various options for holding this event. • Proposed OAI Integrated Marketing Communications Strategy – This plan is more broadly based than the approach the OAI has taken in the past (primarily through bi-monthly bulletins and regular correspondence via an Aboriginal employee email network) in that it proposes to consolidate communication efforts with the ministry’s Communication Branch. A draft communication strategy has been developed has been presented to ADM Steve Small for approval. • CCWs (Community Corrections Workers) – There are long standing wage disparities experienced by this group which have recently been brought to the attention of the Deputy Minister. A review by the ADM, ACC is currently underway. The OAI is facilitating some discussion and input with regard to the First Nations perspective. • Aboriginal Cultural Awareness Training for Senior Managers – The intent of this training is to build ‘competencies’ around identifying and addressing racist attitudes and behaviours towards Aboriginal employees, offenders and communities. The OAI hopes to develop training which will give senior managers the tools to deal with and identify racism. Further the training will have a Corrections focus to give it relevancy to this ministry. 				
<u>Agreed to Actions/Decisions</u>				<u>Person(s) Responsible</u>
9. L. Vescio will forward to A. Chabot the Diversity Office’s work around a similar group to the Aboriginal People’s Advisory Group.				Lisa Vescio

4.	Update / Decision	2 hrs	Approval of Recommendations - SAROC Work Plan Initiatives (a) DCF/FRP (b) Employee Acknowledgement & Declaration Form (c) (Expedited) Process for SCP Grievances (d) WDHP Tracking Protocol & Registry – update from Director, CRHR Branch	(a) – (c) Lisa Vescio / Monica Mori (d) Mary-Jo Knappett
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Discussion Summary:

- (a) **Dependant Care Fund/Family Responsibilities Policy (DCF/FRP):** Re: Action Item #3 from March 24, 2010 meeting - (1) Stats: Not yet complete; (2) Email: Completed; (3) Meeting/forms review: Meeting took place. Further meetings needed to finalize Policy revisions. The form is being adapted to track family care accommodation requests and dependant care fund applications; (4): Fund amount: Commitment from Management that a specified amount will not be set aside but that all approved claims will be supported. The Policy itself needs to be re-written to include this and to incorporate OHRC recommendations. Someone from OED to be assigned to discuss review and propose recommendations to the policy. Final recommendations then need to go to the ADMs and then back to the SAROCSC table. A re-communication with the field needs to take place promptly thereafter.
- (b) **Employee Acknowledgement & Declaration Form:** The Committee reviewed OED's proposal. There was agreement to revise the proposal by adding the direction to 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 that this is done to increase awareness and that the signed form will never be used for disciplinary purposes/in a disciplinary forum.
- (c) **(Expedited) Process for SCP Grievances:** The Committee reviewed OED's proposal. J. Paul will take back to OPSEU for further review.
- (d) **WDHP Tracking Protocol & Registry – Update from Mary-Jo Knappett, Director, CRHR Branch:** Re: Tracking Registry (see March 24th Action Item #4 (1)) – Asked to provide copies of letters. These were provided to OPSEU's President after communication with M. Smoke about what was needed/missing from the list. Not all of the letters were found. CRHR will go ahead and re-issue the letters that were missing, as duplicates, and will be fully reconciled thereafter. The letters will be dated on the date they're re-issued but will be effective as of the date of the initial letter (for 'sunset clause' purposes).

Re: Tracking Protocol – existing internal procedures were provided in written form but are under review. Once the report is received indicating that a complaint has been substantiated then a package is prepared and a meeting with the Deputy Minister is organized. The tracking letter is now included right from the start, with the initial package. The tracking letter is activated once the DM accepts the recommendations.

The union requested that all cases be tracked and stats reported, i.e. both the internally and externally investigated cases and to ensure that OPSEU's President is kept updated about substantiated cases. MJ Knappett noted that a lot of work is being done right now to review and revise the current processes to ensure consistency with the orders and to ensure that we're doing the right thing in all instances.

<u>Agreed to Actions/Decisions</u>	<u>Person(s) Responsible</u>
10. <u>DCF/FRP (Initiative #1 &2):</u> : (1) Table 2009/10 fiscal year uptake data at the next Steering Committee meeting; (2) R. Hewer and M. Smoke to meet to finalize DCF form and table at the Steering Committee for approval; (3) L. Vescio to assign OED staff member to work on policy review. L. Vescio is committed to rolling out all forms, processes and subsequent communications to the field by September 2010.	(1) Renee Hewer (2) Renee Hewer / Marg Smoke (3) Lisa Vescio
11. <u>Employee Acknowledgement & Declaration Form (Initiative #21):</u> OED to revise the proposal and send to G. Longhi (copied to M. Smoke), if in agreement then send to Regional Directors.	Lisa Vescio
12. <u>(Expedited) Process for SCP Grievances (Initiative #10):</u> G. Longhi to advise whether or not there are any recommended changes and if so whether or not it needs to	Jim Paul / Gord

come back to the Committee for further discussion.				Longhi
13. <u>Tracking Registry & Protocol (Initiative #5)</u> : (1) <u>Tracking Registry</u> - CRHR Branch to re-issue missing tracking registry letters and provide to OPSEU's President; (2) <u>Tracking Protocol</u> - Revised draft of internal procedures to be provided to the Steering Committee for review/comment before being implemented.				Mary-Jo Knappett
5.	Decision	4 hrs	SAROC Work Plan Status Report	Lisa Vescio / Gord Longhi
<u>Discussion Summary:</u>				
<p>L. Vescio noted the following:</p> <ul style="list-style-type: none"> • Significant work has been done by OPSEU and OED to review each SAROC initiative and agree on scope, status and timelines for each. • The older version of the work plan, i.e. the longer document, can be referred to as a history of the initiatives. • A new format was presented and agreed to by all. It is meant to be a high level overview listing the status of all of the initiatives. This document lists all of the initiatives under the themes that had been identified in the original SAROC binder. • Discussion today about the overall direction of each initiative, not a detailed discussion. Would like to agree on the high-level deliverables that were identified at the April 27th work planning meeting. <p><u>Work Plan – Changes/Updates:</u></p> <ul style="list-style-type: none"> • Prepare an MOA for the overall work plan and one for each of the initiatives where the status is listed as 'Complete'. • Re: 'Notes' section – keep this section updated with the current agreed to next steps. • <u>#22 Manager's Self-Monitoring Checklist</u> – Change deliverable to "Review OM, Deputy Superintendent and Superintendent PDPs (template) confirm that the appropriate language is embedded". • <u>#24 Code of Conduct</u> – The union suggested removing this initiative and management agreed. Delete initiative #24 - Code of Conduct. • <u>#11 Employee Acknowledgement & Declaration Form</u> – Update Notes section to "Provide copy of CO PDP template to Mark Brewster." • <u>#13 Networking for Female Employees</u> – Marg Smoke and Marg Welch to meet. Add the following deliverables: <ul style="list-style-type: none"> ○ OPSEU invited to WinC SC meetings for the networking item. ○ SAROC/OPSEU invited to present information at all networking events. • <u>#28 Full Participation in the Workplace</u> – Add to the Notes section that this item should be brought forward to the next Steering Committee meeting for discussion, re: current processes in place around this. • <u>#30 Representation on Committees and Working Groups</u> – Add to the Notes section that the approach to this initiative needs to be discussed further. • <u>#1 & 2 Dependant Care Fund & Family Responsibilities Policy</u> – Add the following deliverables at the start: <ul style="list-style-type: none"> ○ Revised forms. ○ Communication to field. 				
<u>Agreed to Actions/Decisions</u>				<u>Person(s) Responsible</u>
14. <u>Work Plan</u> : Update the "SAROC Scope of Work" document with the agreed to changes (as noted above) and send to the Co-Chairs for approval and signatures.				Renée Hewer
6.	Update / Decision	10 minutes	New Business: <ul style="list-style-type: none"> • Volunteer Mediator Program 	Marg Smoke / Mary-Jo Knappett
<u>Discussion Summary:</u>				
<ul style="list-style-type: none"> • MJ. Knappett updated the committee about the recent 4-day training for volunteer mediators, conducted by 				

<p>the Stitt Feld Handy Group. The training was reported as successful with another round being considered for the existing mediators who were not able to attend this training session.</p> <ul style="list-style-type: none"> • There was further discussion about the need for: <ul style="list-style-type: none"> ○ collection of statistics to inform the discussion about the program's effectiveness and to ensure that collection of statistics is imbedded in the process as we move forward, ○ staying in alignment with the processes that are already in place, ○ clarification around processes, specifically the need for a central coordinator, ○ a clear communication strategy to convey to the field the usefulness of mediation as a tool, with direction as to how and when to use it. 				
<u>Agreed to Actions/Decisions</u>				<u>Person(s) Responsible</u>
15. M. Smoke to send package of information about the selection of mediators to MJ. Knappett.				Marg Smoke
16. MJ. Knappett to keep the SAROC Steering Committee updated as to Volunteer Mediator Program processes.				Mary-Jo Knappett
7.	Standing Item	5 minutes	Agenda Items and Timing of Next Meeting	Lisa Vescio / Gord Longhi
<p>Next meeting dates:</p> <ul style="list-style-type: none"> • Sept 22, 2010 – location TBD 				

Signatures:

Original Signed By

Gord Longhi, Co-Chair - OPSEU

Original Signed By

**Mary-Jo Knappett for Lisa Vescio,
Co-Chair - Management**