

SAROC Steering Committee Meeting Minutes
25 Grosvenor St., 16th Floor Boardroom
Sept 22nd, 2010 9:30 am – 1:30 pm

Co-Chairs:

Gord Longhi, Halton South P&P
 Mary-Jo Knappett, A/Director, OSCB and CRHR Branch,
 OED

Resource Staff:

Renée Hewer, Program Analyst, TDI Unit, OSCB, OED
 (Minute Taker)
 Shawn Dicks, Organizational Change Specialist, TDI
 Unit, OSCB, OED

Management Members:

Jennifer Alphonso, Deputy Superintendent, OCI
 Anne Chabot, Senior Advisor, Office of Aboriginal
 Issues, OED
 Mary-Jo Knappett, A/Director, OSCB and CRHR Branch,
 OED

Regrets:

Sandra Adams, ER Advisor, MGS
 Eduardo Almeida, MERC Co-Chair (OPSEU), EBM
 Liaison
 Laval Binns, Manager, Etobicoke North P&P
 Mark Brewster, OPSEU - Toronto Jail
 Marg Smoke, OPSEU Staff
 David Snoddy, A/Manager, TDI Unit, OSCB, OED
 Marg Welch, Reg. Dir.(Western), AIS

OPSEU Members:

Elaine Barnes, VSO, OCI
 Brian Chauvin, OPSEU - Windsor Jail
 Gord Longhi- OPSEU - Halton South P&P
 Jim Paul, OPSEU Staff

Meeting Agenda				
Item #	Item Type	Time	Item	Lead
1.	Update	10 min	Introductory Remarks	Co-Chairs
2.	Standing Item	15 min	Committee Business <ul style="list-style-type: none"> • Approval of SAROCSC Meeting Minutes - May 26, 2010 • OED Staffing Announcements 	Co-Chairs
3.	Update	5 min	SAROC vs. SCP	Co-Chairs
4.	New Item	10 min	PPO Hiring Review	Gord Longhi
5.	Update	10 min	ESR	Gord Longhi
6.	Update	20 min	Update from Office of Aboriginal Issues <ul style="list-style-type: none"> • Update • Aboriginal Fall gathering 	Anne Chabot
7.	Update	20 min	Local SAROCC <ul style="list-style-type: none"> • Budget • Filling Vacancies • Communication to SAROC Facilitators • Aboriginal Cultural Awareness Training 	Mary-Jo Knappett
8.	Presentation	30 min	WDHP Tracking Statistics Presentation	Mary-Jo Knappett
9.	Update	2 hrs	Updates/Reports <ul style="list-style-type: none"> (a) FRP (b) WDHP Protocol (c) Mediator/Mediation (d) Mentoring Update (e) Exit Interviews (f) Access to Information (g) Performance Appraisal Process (h) Education/Training 	Mary-Jo Knappett
10	Standing Item	5 min	Agenda Items and Timing of Next Meeting	Co-Chairs

1.	Update	10 minutes	Introductory Remarks	Gord Longhi / Mary-Jo Knappett
<u>Discussion Summary:</u>				
<p>G. Longhi opened with the following remarks:</p> <ul style="list-style-type: none"> Expressed regrets from union members not able to attend today. Extended a welcome to new Steering Committee co-chair and members. Expressed that he understands the changes but hopes for more consistency with membership on this committee, specifically management co-chair. Hopeful to get back to a place where progress is being made. <p>MJ. Knappett opened with the following remarks:</p> <ul style="list-style-type: none"> Passed on regrets from management members not able to attend today. Thanked G. Longhi for his welcome and acknowledged the large volume of work done over the years on this program. Looking forward to this new opportunity and to continuing to work with OPSEU. 				
<u>Agreed to Actions/Decisions</u>				<u>Lead(s)</u>
2.	Standing Item	15 mins	Committee Business: <ul style="list-style-type: none"> Approval of SAROCSC Meeting Minutes - May 26, 2010 OED Staffing Announcements 	Gord Longhi / Mary-Jo Knappett
<p><u>May 26, 2010 Minutes:</u></p> <ul style="list-style-type: none"> R. Hewer to amend the May 26, 2010 Minutes and the current work plan to remove SCP and replace with SAROC in all instances (see Item 3 for discussion and agreements around this). <p><u>OED Staffing Announcements:</u></p> <ul style="list-style-type: none"> MJ. Knappett tabled here the OSCB staff profiles and noted that the Organizational Change Specialists would be invited to the next meeting (morning only) to introduce them to the Steering Committee. MJ. Knappett also noted that the work plan lists the OED and OPSEU co-leads on each of the initiatives scheduled for completion in the current fiscal year. G. Longhi noted that there is still a community member vacancy on the OPSEU side. 				
<u>Agreed to Actions/Decisions</u>				<u>Person(s) Responsible</u>
<p>1) <u>May 26, 2010 Minutes:</u> Replace all incidents of the use of 'SCP' with 'SAROC' in both the Minutes and the Work Plan documents.</p> <p>2) Invite the new Organizational Change Specialists to the start of the next meeting, to meet the committee.</p>				<p>(1) Renée Hewer</p> <p>(2) Mary-Jo Knappett</p>
3.	Update	5 mins	SAROC vs. SCP	Gord Longhi / Mary-Jo Knappett
<u>Discussion Summary:</u>				
<ul style="list-style-type: none"> Discussion about the use of "Systemic Change Program (SCP)" in recent documents as opposed to the currently agreed to term "Systemic and Anti-Racism Organizational Change (SAROC)", as per the standing Terms of Reference (2005). 				
<u>Agreed to Actions/Decisions</u>				<u>Person(s) Responsible</u>
<p>Agreement: Management agreed to cease using the term SCP and resume using the term SAROC, pending a re-negotiation of the Terms of Reference or a decision of the ADM.</p>				Mary-Jo Knappett

4.	Update	10 mins	PPO Hiring Review	Gord Longhi
Discussion Summary:				
<ul style="list-style-type: none"> Discussion about concerns with the current PPO Hiring Review, specifically G. Longhi voiced concern that there have been violations of agreements made to bring the ESR recommendations to the SAROCSC table prior to moving on any of the recommendations. He was also concerned about breaches of confidentiality in disseminating the recommendations. MJ. Knappett replied that to her knowledge there does not exist a signed Terms of Reference for how the ESR's recommendations would be handled. She was also unaware of any agreements that make the report confidential. She further noted that she would be happy to review any signed agreements around this. G. Longhi recommended that the PPO review be postponed or at least slowed down until this committee has had a chance to re-convene a subcommittee to have a look at the ESR recommendations. 				
Agreed to Actions/Decisions				Person(s) Responsible
5.	Decision	10 mins	ESR	Gord Longhi
Discussion Summary:				
<ul style="list-style-type: none"> Management awaiting confirmation from corporate OPSEU that there are no barriers to moving forward to re-convene the ESR subcommittee to look at the recommendations, specifically those that relate to OPSEU and the SAROC table. J. Paul confirmed verbally that corporate OPSEU is in agreement with moving forward on working through the ESR recommendations by reconvening the ESR subcommittee and agreed to provide written confirmation. General discussion on what might be involved in "moving forward on ESR recommendations". General agreement that a number of recommendations might no longer be relevant having regard for a number of issues including but not limited to the mandate of OED and HR Transformation. MJ. Knappett requested that G. Longhi draft an email with a proposal as to how the union would like to proceed with review of ESR recommendations. G. Longhi agreed to do so. MJ. Knappett agreed to set dates to re-convene the ESR subcommittee upon receipt of a letter from corporate OPSEU and an email from G. Longhi as to moving forward. 				
Agreed to Actions/Decisions				Person(s) Responsible
3) <u>Initiative #7: ESR</u>				
(1) G. Longhi to provide any signed TOR for the way the ESR rollout would be conducted, specifically the role of the SAROCSC in the process and issues of confidentiality;				(3.1) Gord Longhi
(2) MJ. Knappett will look into whether the ESR was shared with Anna Fernandes' working group;				(3.2) Mary-Jo Knappett
(3) J. Paul or G. Longhi to send confirmation by letter from corporate OPSEU with okay to move forward with ESR discussions;				(3.3) Jim Paul/Gord Longhi
(4) G. Longhi to email MJ. Knappett with proposal as to how the union would like to proceed with review of ESR recommendations.				(3.4) Gord Longhi
(5) With documents referenced in points 3 and 4, dates to be set for re-convening of ESR subcommittee.				(3.5) ESR Subcommittee
6.	Update / Decision	20 mins	Update from OAI	Anne Chabot
Discussion Summary:				
A. Chabot updated the committee as follows:				
Aboriginal Advisory Board				
<ul style="list-style-type: none"> This is an external ministry-wide strategy to engage the Aboriginal community into the work of the ministry. The OAI was able to engage all of the key Aboriginal representatives in the province, namely the Chiefs of 				

Ontario, the Ontario Federation of Indian Friendship Centres, the Ontario Native Womens Association, the Métis Nation of Ontario (there is a tentative agreement with this group which needs to be finalized) and Legal Aid Ontario's Aboriginal Initiatives Strategy. There have been less positive results in gaining Inuit representation though we intend to continue to pursue their involvement.

- A formal Briefing Note was submitted to the ADM and conditional approval has been received. It is now with the Deputy Minister's office for final approval. This initiative has been many months in the works.

Aboriginal Staff Gathering

- The OAI is working with an interim committee to get this gathering of the ground. Anyone interested in helping with this interim group is welcomed and encouraged to contact Richard Pierre of the OAI.
- The gathering is set to take place on February 2nd and 3rd, 2011 at the Ontario Correctional Services College. It will be a winter gathering and consistent with that time of year, the conference theme will be one of 'renewal'.
- Although we wanted to host something in the fall, the OAI was directed to host the gathering at OCSC to ensure costs were kept to a minimum. Dates for the gathering were selected based on the activities/commitments of the college for other training.
- With the help of the Aboriginal People's Advisory Group – a group of ministry Aboriginal employees, we hope to make this a successful gathering and one which responds to the needs and the vision of Aboriginal employees.

LSAROCC ACA Training

- The planning is going well. There has been excellent input from the non-Aboriginal members at the table, helping to ensure that the curriculum resonates well with the employees it will be directed at (i.e. non-Aboriginal employees of the ministry).
- Next meeting is scheduled for Sept 30th, 2010, with a scheduled run-through of the curriculum for the facilitators on Oct 14th & 15th.
- Happy with the work. Very positive experience so far with both parties working together in a cooperative and cohesive manner.

'Mohawk warrior'

- Ongoing discussions about this term. It is a pejorative term and there is some concern for the safety of offenders going into the system. The OAI has provided some guidance to the ministry on this issue but will clarify some matters brought forward by Aboriginal employees to ensure there is clarity and uniformity on the ministry's approach. The OAI is open to sharing these comments/guidelines with others once the work is completed.

Questions/Comments:

- G. Longhi noted that he was glad that the gathering is finally taking place but disappointed at the timing, as 2 business years have gone by without a gathering. He also voiced his disappointment that the location was the prohibiting factor in having the gathering this year (2010). Aboriginal staff are being pushed aside as other staff gatherings were given sufficient funding to be able to choose an offsite location.
- A. Chabot clarified that \$50,000 had been identified to support this gathering.
- G. Longhi requested further discussion about the use of the term "Mohawk Warrior". Good discussion to be having as language, specifically what is and is not acceptable, is a major point of confusion for a lot of people, even within the same community.
- A. Chabot agreed and replied that a part of this discussion needs to take place in the community as well. It is important in our discussion to look at our traditional systems but also to place it in a modern context and look at what people in the community feel is the appropriate term to use in these situations.

<u>Agreed to Actions/Decisions</u>				<u>Person(s) Responsible</u>
7.	Update / Decision	20 mins	LSAROCCs: <ul style="list-style-type: none"> • Budget • Filling Vacancies • Communications to SAROC Facilitators • Aboriginal Cultural Awareness Training 	Mary-Jo Knappett

Discussion Summary:

Budget

- Budget allocation memo was sent to all operating LSAROCCs on Sept 13th, 2010.
- Yearly allocations as follows (same as last year): Maplehurst, Vanier, Toronto Jail, TWDC and TEDC - \$10,000; Mimico, Windsor Jail and ATRC - \$6,000; Thunder Bay Jail and TBCC - \$3,000
- G. Longhi noted that ATRC has been allocated \$6,000 but they are in serious disrepair and need remediation. There was a past agreement to go up there to assess the situation to see what's needed to repair it. The committee is not meeting at all now. Requested that management co-chair take this item back to see how to proceed.
- MJ. Knappett will review past Minutes around this and consider next steps.

Filling Vacancies

- A number of issues facing the LSAROCCs around gaps and training for existing members.
- R. Hewer and M. Smoke will meet to assess gaps and brief MJ. Knappett.
- Skill-building training – difficulties with having too few remaining facilitators to conduct training for new members. There were past discussions of the use of external facilitators for future training. MJ. Knappett to look at situation with current training curriculum to see if it's feasible to move forward with it. R. Hewer to brief MJ. Knappett on the situation.

Communications to SAROC Facilitators

- Cannot yet communicate with facilitators as there is still no agreement as to how we're moving forward, re: scope and mandate of the committee. They are still awaiting official notice of whether or not their services will be required in the future and thanks for the work they've done to date.

ACA training (see more in Agenda Item #6 above)

- Oct 14 & 15 dates set to train the facilitators as to how to roll it out.
- Working on condensing the material.
- G. Longhi noted that we need approval to bring in the 2 facilitators i.e., Lori Kruger (union) and Dave Walker (management), with Richard Pierre as backup (management). Letter to be sent to their respective Superintendents for release from regular duties to conduct this training. Approval from MJ. Knappett to bring in the facilitators as requested.
- R. Hewer and M. Smoke to work out logistics and consult with A. Chabot about locations and resources for this training.
- Details to continue to be worked out at the LSAROCC subcommittee level.

<u>Agreed to Actions/Decisions</u>	<u>Person(s) Responsible</u>
4) <u>LSAROCC at ATRC</u> (1) R. Hewer to provide MJ. Knappett with past Minutes around the issue of remediation at the ATRC's LSAROCC; (2) MJ. Knappett to review and advise on next steps	(4.1) Renee Hewer (4.2) Mary-Jo Knappett
5) <u>LSAROCC Gap-Fill</u> (1) R. Hewer and M. Smoke to work out current gaps on the LSAROCCs; (2) R. Hewer to brief MJ. Knappett on situation with LSAROCCs re: skill building training and gaps; (3) MJ. Knappett to review and advise on next steps for LSAROCCs based on updates from R. Hewer and M. Smoke	(5.1) Marg Smoke / Renee Hewer (5.2) Renee Hewer (5.3) Mary-Jo Knappett
6) <u>LSAROCC ACA Training</u> : LSAROCC subcommittee to continue meeting to complete the	Knappett

training curriculum and logistics of the rollout.	(6) LSAROCC subcommittee
Agreement: ACA Training for LSAROCCs – Management approved bringing in the identified facilitators, i.e. Lori Kruger (OPSEU) and Dave Walker (Management) (and Richard Pierre if he's available) for the Oct 14 & 15, 2010 curriculum review session.	

8.	Update / Decision	30 mins	WDHP Stats Presentation	Mary-Jo Knappett
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Discussion Summary:

- MJ. Knappett presented the 2009 WDHP Statistics. The same format was used as in previous years.
- She noted the following:
 - Re: New Cases by Year (Slide 1) – There appears to be a significant jump between 2006 and 2007 but note that during this time there was a change in how the information was counted and reported. After 2007 the complaints were looked at by incident instead of grouping by respondent or complainant. The manager of the CRHR Branch, Devika Mathur, will attend the next meeting to answer any outstanding questions.
 - This report is based on 2009 data and so non-grounds based issues were not included as a violation of the WDHP Policy. This has now changed in that grounds-based harassment now falls under the policy. It will be reflected in the 2010 report.

Questions/Comments:

- J. Paul requested the half-year data for 2010 as there was an agreement to do a bi-annual report.
- Union would like to see the following changes to the reporting:
 - Show all of the grounds.
 - Breakdown of regions by institution.
 - Show how many were substantiated by investigation.
 - Colour photocopies when graphs included, as people with visual impairments are unable to distinguish shades of gray.
 - More detail about the reason for open cases that are still open after an acceptable timeframe for completion has passed.
- A. Chabot requested checking into the possibility of teasing out the data for Aboriginal employees. This would be helpful for this committee and for OED.
- MJ. Knappett noted that the database was not able to do this in the past but she will check to see if it is capable of this now (new database).
- Union voiced concern about the length of time it takes for investigations to be completed. Noted that there should be some accountability to the Director of the CRHR Branch if the work does not get done in the agreed to time frame.
- MJ. Knappett responded that this has typically been a challenge and a problem that needs to be dealt with. There are tight timelines in the guidelines and there are strict procedures in place to deal with investigators not meeting the timelines but it is still a problem. An evaluation is completed on every investigation. We're paying attention and agree that this time lag is inappropriate.

Agreed to Actions/Decisions

Person(s) Responsible

(7) Initiative #33: WDHP Stats Reporting

- (1) Revise the WDHP stats report as recommended and provide updated version for 2009 to the committee at the next meeting;
- (2) Provide bi-annual 2010 report at the next meeting.

(7) Mary-Jo Knappett / Devika Mathur

9.	Update / Decision	2 hrs	Updates/Reports: (a) FRP; (b) WDHP Protocol; (c) Mediator/Mediation; (d) Mentoring; (e) Exit Interviews; (f) Access to Information; (g) Performance Appraisal Process; (h) Education/training	Mary-Jo Knappett
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Discussion Summary:

MJ. Knappett updated the committee as follows:

- a. Initiative #1&2: FRP/DCF – Understand that the jointly reviewed, revised policy is currently with OPSEU's legal department. Awaiting reply before moving forward.
- b. Initiative #5: Tracking Protocol – WDHP tracking procedures have been revised. Met with M. Smoke about it earlier this summer. Understand that she was to take it to OPSEU's legal department.
- c. Initiative #9: Mediation Program – Met with M. Smoke on this initiative as well. Introduced her to Cheryl Gaster, who will also act as the coordinator of the Mediator's Network. Agreed that we will fill in some of the gaps that have developed in the list of volunteers. Interested in expanding to the Community Safety side. Going to propose this to RPEC (committee of senior managers across the ministry). Formal communication provided to OPSEU SAROC Co-Chair introducing Cheryl Gaster as the Coordinator of the Mediator's Network.
- d. Initiative #12: Mentoring – Discussions to continue with OPSEU and OED leads on this. G. Longhi noted here that there is a completed program already developed and ready to be rolled out. F. Vineberg and M. Smoke need to meet ASAP.
- e. Initiative #15: Exit Survey – Vendor retained to conduct exit interviews. The work was completed at the end of July 2010. The final report with recommendations is expected on or by Sept 30th, 2010 and will be shared with this committee.
- f. Initiative #17: Access to Information – Discussion of this item was deferred to a later date as agreed to timeline for completion is FY 2011/12 Q1.
- g. Initiative #29: Performance Appraisal Process – R. Hewer reported. Rollup request made and sent to AIS and ACS through OED ADMO on July 29th, 2010. The field was given a deadline for submission as Sept 3rd, 2010. To date we have received replies from most institutions. AIS and ACS Eastern and Northern regions are complete. Rollups still outstanding from some institutions in AIS and ACS Central and Western Regions. Report will be tabled here once all replies received. G. Longhi requested that a copy of the current PDP template for COs be shared with the union lead on this.
- h. Initiative #6: Education/Training – MJ. Knappett reported. This item is scheduled for completion at a later date, i.e. FY 2011/12 Q2 and so discussion deferred. COTA has been revised and updated with the revised WDHP policy; a similar review/update is in development for the PPO program. Will be revised in conjunction with OED. G. Longhi noted that there was a review of OCSC's curriculum done through the former Office of the Anti-Racism Coordinator. He requested a copy of the final report for review at this table, to see where the gaps are. MJ. Knappett will look into locating a copy of this report.

<u>Agreed to Actions/Decisions</u>			<u>Person(s) Responsible</u>
(8) <u>Initiative #12: Mentoring</u> – OED and OPSEU Co-Leads to set up a meeting to discuss this initiative. (9) <u>Initiative #29: Performance Appraisal Process</u> (1) OED Co-Lead to send draft of new PDP template for COs to OPSEU Co-Lead. (2) Table PDP rollup report at next meeting. (10) <u>Initiative #6: Education/Training</u> – Locate and send to G. Longhi and M. Smoke the OCSC curriculum review report conducted through the former Office of the Anti-Racism Coordinator.			(8) Marg Smoke / Flora Vineberg (9.1) Shawn Dicks / Mark Brewster (9.2) Renee Hewer (10) Mary-Jo Knappett
10.	Standing Item	5 mins	Agenda Items and Timing of Next Meeting
Next meeting date: <ul style="list-style-type: none"> • Wednesday October 20th 2010 at OPSEU Mississauga, 5757 Coopers Rd. 			Mary-Jo Knappett / Gord Longhi

Signatures:

Original Signed By

 Gord Longhi, Co-Chair - OPSEU

Original Signed By

 Mary-Jo Knappett, Co-Chair - Management