

SAROC Steering Committee Meeting Minutes
25 Grosvenor St., 16th Floor Boardroom A
April 14th, 2011 10:30 a.m. – 3:00 p.m.

Co-Chairs:

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

OPSEU Members:

Elaine Barnes, VSO, OCI
 Mark Brewster, OPSEU - Toronto Jail
 Brian Chauvin, OPSEU - Windsor Jail
 Gord Longhi- OPSEU - Halton South P&P
 Marg Smoke, OPSEU Staff

Management Members:

Jennifer Alphonso, Deputy Superintendent, OCI
 Laval Binns, Manager, Etobicoke North P&P
 Anne Chabot, Senior Advisor, Office of Aboriginal
 Issues, OED
 Christina Danylchenko, Deputy RD, IS (Western Region)
 Mary-Jo Knappett, A/Director, OSCB & CRHR Branch,
 OED
 David Snoddy, A/Manager, TDI Unit, OSCB, OED
 Victoria Fichtenbaum, ERA, MGS

Resource Staff:

Renée Hewer, Program Analyst, TDI Unit, OSCB, OED
 Shawn Dicks, Organizational Change Specialist, TDI
 Unit, OSCB, OED

Regrets:

Jim Paul, OPSEU Staff
 Dan Sidsworth, MERC Co-Chair

Meeting Agenda				
Item	Item Type	Time	Item	Lead
1.	Update	5 min	Introductory Remarks	Mary-Jo Knappett / Gord Longhi
2.	Standing Item	20 min	Committee Business Approval of SAROCSC Meeting Minutes: <ul style="list-style-type: none"> • February 10, 2011 	Mary-Jo Knappett / Gord Longhi
3.	Standing Item	10 min	Update from Office of Aboriginal Issues	Anne Chabot
4.	Standing Item	2 hrs	SAROC Work Plan (1) Work Plan format – additions/changes to document (2) Update on work plan Initiatives: a. #1&2: Family Responsibilities Policy – Ministry response b. #3: STAP – (1) update on 2009/10 fiscal year stats reporting; (2) program review subcommittee c. #4: Gender Balance – Statistics – Report d. #5: WDHP Tracking Protocol & Registry – Ministry response e. #7: ESR – update and confirm subcommittee members f. #9: Mediation Program – update on Mediators g. #12: Mentoring – subcommittee update h. #13: Networking – 2010 stats i. #15: Exit Survey – update j. #22: Manager’s Self-Monitoring Checklist – (1) communication to field; (2) update status to complete k. #23: Notification of Serious WDHP Incident – update on subcommittee assignment l. #25: Selection Panels; #26: WDHP Interview Question(s); #27: Debriefing after Competitions – update on Guidelines document (see comments from Gord Longhi)	Mary-Jo Knappett / Gord Longhi / Marg Smoke / David Snoddy

Meeting Agenda				
			m. #29: Performance Appraisal Process; #11 L&D Plans <u>Initiatives this Quarter:</u> n. # 14: Job Postings o. #17: Access to Information	
5.	Update	30 min	Local SAROCCs (1) Communication update (2) Filling current vacancies – contingency depending on establishment of MERC Diversity Subcommittee (3) ATRC	Mary-Jo Knappett / Gord Longhi
6.	Standing Item	5 min	Agenda Items and Timing of Next Meeting	Mary-Jo Knappett / Gord Longhi

1.	Update		Introductory Remarks	Gord Longhi / Mary-Jo Knappett
Discussion Summary: <ul style="list-style-type: none"> Announcement of Marg Welch's departure from the committee. Arrange for a plaque recognizing Marg Welch's contribution. Christina Danylchenko, Assistant RD, IS, Western Region, will replace Marg on this committee. Using a new LIVE Minutes format. 				
2.	Standing Item		Committee Business: Approval of Minutes: Feb 10 th , 2011	Gord Longhi / Mary-Jo Knappett
February 10, 2011 Minutes: <ul style="list-style-type: none"> Approved as presented. 				
3.	Standing Item		Update from the Office of Aboriginal Issues	Anne Chabot
Presentation Summary: <ul style="list-style-type: none"> Aboriginal Cultural Awareness Training for Managers: <ul style="list-style-type: none"> Curriculum will be peer reviewed and piloted prior to rollout. Moving ahead well. Interest from other ministries on this training. Report on the Aboriginal Gathering being prepared and will be shared when complete. National Aboriginal Day celebrations underway. Smudging: Developing a curriculum for Monteith Correctional Centre for possible rollout in the fall. Corrections Museum at the Toronto South Correctional Centre: OAI involved in integrating Aboriginal history and successes in Corrections. Mike Holmes AFN Project: Sudbury Jail has taken the lead, as per OAI's expectations. Truth & Recognition Commission (TRC): Moving forward. Awaiting a proposal from the TRC. Deputy Minister's Aboriginal Advisory Group, Aboriginal People's Advisory Group and the OAI Communications Strategy: Work ongoing. Anne Chabot to remain as the Aboriginal Representative on the Steering Committee as it transitions to new format. 				
4.	Standing Item		SAROC Work Plan	Mary-Jo Knappett / Gord Longhi
(1) Work Plan Format: <ul style="list-style-type: none"> David Snoddy and Marg Smoke have been working on the new structure of the work plan. Draft structure presented and agreed to by committee. Agree that work plan will be tabled at every meeting and co-leads will flag any updates to initiatives that need to be highlighted for the Steering Committee. As initiatives are completed they will be moved to the end of the document and then an MOA will be signed. Mary-Jo Knappett will provide to OPSEU a draft MOA. (2) Update on Work Plan Initiatives: <p>a. #1&2: Family Responsibilities Policy</p> <ul style="list-style-type: none"> Review by Legal and CER now completed. One issue to be resolved. Document to now go through the ministry internal approvals process. To be shared once available, prior to next committee meeting, if approvals received. <p>b. #3: STAP</p> <p>(1) Update 2009/10 fiscal year stats</p> <ul style="list-style-type: none"> All 2009/10 fiscal year data now in from the field. Rollup statistics for this period to be shared with committee prior to the next meeting, as soon as available. <p>(2) Program review subcommittee</p> <ul style="list-style-type: none"> Management: Priya Verma, Org Change Specialist, OSCB, OED, Cathy Gillis, Superintendent, Quinte Detention Centre, Jennifer Alphonso 				

- OPSEU: Marg Smoke, Gord Longhi, Mark Brewster
- Dates: Priya Verma and Marg Smoke to discuss meeting dates.

c. #4: Gender Balance - Stats

- Data provided at February 10th, 2011 Steering Committee is current up to December 31, 2010.
- January 1st to June 30th, 2011 data to be provided at September 2011 Steering Committee meeting.
- Subcommittee Members: Management: Flora Vineberg, Org Change Specialist, OSCB, OED and Pam Ferriman, Strategic Business Advisor, SBU, MCSCS.

d. #5: WDHP Tracking Protocol & Registry

- The Protocol, Appendices and MOA were provided to OPSEU today for their internal review.
- Union side noted that substantiated WDHP complaints determined outside of formal investigations are not currently being placed on the Tracking Registry and would like all substantiated complaints to be tracked, per the O'Brien Order.
- Mary-Jo Knappett will review and respond.

e. #7: ESR

- Completed a report outlining from the Ministry's perspective what has been completed as per the recommendations from the 2008 ESR Report. Status as to level of completion noted on each recommendation.
- This is a starting point for work at the subcommittee level.
- Subcommittee: Management – David Snoddy, Nils Riis, Orders Major Cases Compliance Coordinator, CRHR Branch, Priya Verma; OPSEU – Marg Smoke, Mark Brewster, Gord Longhi.

f. #9: Mediation Program

- Update from M. Smoke: Finalized last of individuals to be interviewed. Interviews will happen in May.
- Procurement of trainers: Internally reviewing procurement processes. MJ. Knappett will advise once review is complete.
- A. Chabot noted need for integration of culturally-specific Mediation processes for Aboriginal employees.
- A. Chabot to provide a case study identifying risks and benefits of expanding mediation process.

g. #12: Mentoring

- Subcommittee have met and established further meeting dates.
- Future meetings to focus on goals and eligibility criteria.

h. #13: Networking

- Regional Evaluation Summaries for the 2010 Networking sessions tabled today.
- Prepared by PESAR.
- Individual location breakdowns to follow.
- Women in Corrections: Marg Smoke now added to the WinC Steering Committee distribution list and only excluded on an exception basis for any business not related to WinC Networking Sessions.

i. #15: Exit Survey

- Presentation provided captures high-level themes in the interim for the project.
- Exit Interview project extended.
- Discussions to be had as to how to embed in Corrections.

j. #22: Manager's Self-Monitoring Checklist

(1) Communication to field

- Communication currently in draft form and in the approvals process.
- Provide a copy to OPSEU once sent out.

(2) Update work plan status to complete

- Update status to 'complete' once the communication is sent out.

k. #23: Notification of Serious WDHP Incident

- Subcommittee: Management: David Snoddy, Devika Mathur, Manager, CRHR Unit; OPSEU: Mark Brewster (Lead), Marg Smoke, Gord Longhi.

l. #25: Selection Panels; #26: WDHP Interview Question(s); #27: Debriefing after competitions

- Internally, currently OED have drafted a document which is currently under review to handle requests from the

field around these issues.

- Engaged HR Ontario now for feedback. Awaiting reply.
- Draft of the Guidelines document will be provided to the subcommittee once ready.
- Agreement to change due date on work plan to Q1 2011/12.
- Leads: Management: Priya Verma, Nils Riis; OPSEU: Marg Smoke, Gord Longhi.

m. #29: Performance Appraisal Process; #11: Learning & Development Plans

- Requirements flow from the OPS Directions and Guidelines.
- Leads: Management: Shawn Dicks; OPSEU: Marg Smoke

n. #14: Job Postings

- Initiative: Postings were not getting to everyone in institutions. Subcommittee to discuss ways of making sure that all employees have access to job postings. Ensure that the issues facing CCWs and NILOs be taken into consideration.
- Leads: Management: David and Christina will identify leads; OPSEU: Brian Chauvin

o. #17: Access to Information

- Initiative: Staff access to Staff Information Terminals (SITs) in the institutions. Information to be available in multiple/accessible formats.
- Combine Initiative #14 and #17 on the work plan.
- Leads: Management: David and Christina will identify leads; OPSEU: Brian Chauvin

ADDED to AGENDA:

p. #28: Full Participation in the Workplace; #30: Representation on Committees and Working Groups; #16: Employee Orientation and Information.

- Agreement to work on these initiatives collectively. Combine on the work plan.
- OPSEU Lead: Mark Brewster; Management to assign lead.

Agreed to Actions/Decisions			Person(s) Responsible
(1) Work Plan Format: MJ. Knappett will provide to OPSEU a draft MOA for completed initiatives.			Mary-Jo Knappett
(2) #1&2: Family Responsibilities Policy: Response to be provided to Steering Committee as soon as ready.			Shawn Dicks
(3) #5: WDHP Tracking Protocol & Registry: MJ. Knappett will review and respond to OPSEU's suggestions re: Tracking Protocol.			Mary-Jo Knappett
(4) #9: Mediation Program: A. Chabot to provide a case study identifying risks and benefits of expanding mediation process.			Anne Chabot
(5) #14: Job Postings & Access to Information: David and Christina to identify leads.			David Snoddy / Christina Danylchenko
(6) #22: Manager's Self-Monitoring Checklist: Provide a copy of communiqué to OPSEU once it has been sent out to the field.			Renee Hewer
(7) #25: Selection Panels; #26: WDHP Interview Question(s); #27: Debriefing after competitions: Draft of guidelines document to be provided to committee when ready.			David Snoddy
(8) #28: Full Participation in the Workplace; #30: Representation on Committees and Working Groups; #16: Employee Orientation and Information: Management to assign lead			David Snoddy
5.	Update	Local SAROCCs	Mary-Jo Knappett / Gord Longhi

(1) Communication Update

- Schedule a teleconference with the Local SAROCC Co-Chairs concurrent with the communication posting, tentatively scheduled for April 26th, 2011 from 1:00 to 1:30pm. Include Co-Chairs from all Local SAROCCs.

(2) Filling current vacancies – contingency depending on MERC Diversity Subcommittee

- M. Smoke noted that there are significant concerns from LSAROCCs regarding current vacancies.
- Union side to submit a proposal for filling gaps temporarily on LSAROCCs.

(3) LSAROCC at Algoma Treatment & Remand Centre

- MJ. Knappett will follow up with the former MERC Co-Chair for a status report on this item and if outstanding will raise issue with current Co-Chair.

Agreed to Actions/Decisions

Person(s) Responsible

- (9) Schedule a teleconference with the Local SAROCC Co-Chairs for April 26th, 2011 from 1:00-1:30pm.
- (10) Union side to submit a proposal for filling gaps on LSAROCCs.
- (11) MJ Knappett to follow up with former MERC Co-Chair as to status.

Renee Hewer
Gord Longhi
MJ Knappett

6. Standing Item

Agenda Items and Timing of Next Meeting

Mary-Jo Knappett /
Gord Longhi

Next Meeting:

- Rescheduled to Wednesday June 29th, 2011. 10:30am to 3:00pm - OPSEU hosting in London.
- Send revised meeting invitation once location confirmed.

Signatures:

Original Signed by

Original Signed by

Gord Longhi, Co-Chair - OPSEU

Mary-Jo Knappett, Co-Chair – Management