

**Ministry of Community Safety and Correctional Services  
Systemic Change Steering Committee**

**Minutes**

Wednesday, April 25, 2012  
Ontario Correctional Institute, Brampton

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**Attendees: For the Union**

Gord Longhi (Co-chair)  
Elaine Barnes  
Mark Brewster  
Brian Chauvin  
vacancy

**For the Ministry**

David Snoddy (Co-chair)  
Jennifer Alphonso  
Christina Danylchenko  
Laval Binns  
Wendy Love

**Resource Staff:**

- Victoria Fichtenbaum, Employee Relations Advisor, MGS
- Arlene Terry, Advisor
- Marg Smoke, OPSEU Staff
- Jim Paul, OPSEU Staff

**Note Taker:**

- Lise Ledoux, Program Advisor to the MERC

**Previous Business:**

1. **Updates / Announcements** – committee welcomed Wendy Love to the management side of the team. Steve Small, ADM, IS will remain as the Executive Champion/Lead.
2. **SCP: WDHP Tracking Protocol & Registry (initiative no. 5)** – MGS will keep statistics and the ministry will continue to be responsible for the tracking protocol and registry.

**Action:** David will provide Marg a list of substantiated complaints back to June 2010 for reconciliation purposes. Marg to advise David of any discrepancies. The ministry to proceed with addressing the backlog of letters.

3. **SCP: WDHP Statistics (initiative no. 33)** – MGS will provide the data and ministry will continue to provide the statistics in the agreed upon format.

Union would like it noted that there's an expectation that all outstanding WDHP tracking letters are to be up to date no later than the next meeting (June 6, 2012) and sub-committees to be staffed by the Employer side by the same date. In the event that these dates are not met, the Union will consider exercising its right to return to the GSB.

Should the Employer not be able to meet the June 6<sup>th</sup> date, the Employer co-chair will advise the Union co-chair in advance of the June 6<sup>th</sup> meeting.

Action: Next report on statistics is January to June, 2012.

4. **SCP: Mediation Statistics (initiative no. 9)** – the ministry confirmed that the mediation statistics are accurate and reflect Mediators Network Activity only. Union is requesting the name of the Mediation Coordinator.

Action: Employer to provide the name of the Mediation Coordinator as well as the working group members. The working group will reconvene on or before June 6<sup>th</sup> to discuss ongoing issues.

5. **SCP: Family Responsibilities Policy (initiative no. 1)** – Union has retained a new counsel recently and will be reviewing the draft policy and will forward a response by the next meeting.

Action: Union to review the draft policy and forward a response to the Employer by June 6<sup>th</sup>.

6. **SCP: Short-Term Assignment Policy (initiative no. 3)** – Jennifer will be the lead and the work group members are Elaine, Marg, Mark and Cathy Gillis (Superintendent, Quinte DC). Program status on hiatus (refer to attached memorandum from Steve Small, ADM, IS).

Action: Review and recommendations are due in time for the new program launch in January 2013. Sub-committee meeting set for May 3<sup>rd</sup> at the Toronto Intermittent Centre.

7. **SCP: Mentoring Program (initiative no. 12)** – document is being reviewed by the Employer.

Action: Employer to provide the status by the next meeting.

8. **SCP: Networking for Female Employees (initiative no. 13)** – The Employer reports that the Central Region Spring sessions to proceed and held prior to Summer 2012.

The Union is concerned with ongoing obstacles to Marg Smoke's ability to participate as anticipated.

Action: David and Marg to follow-up with Marilyn Tomkinson.

9. **SCP: Gender Balance (initiative no. 4)** – The working has been formed consisting of Christina as the Lead, Marg, Elaine and Angela Pace (Thunder Bay P&P) and Pam Ferriman will be a SBU resource.

Action: Meeting has been scheduled for May 17th at the Ontario Correctional Institute.

10. **SCP: Employment Systems Review (initiative no. 7)** – no update. Union is concerned that there is no update available for this meeting.

Action: David to follow-up on the reestablishment of the working group and identify members no later than June 6<sup>th</sup>.

11. **SCP: Performance Appraisal Process / Learning & Development Plans (initiatives no. 29&11)** – The working group has been established and the Union members are Marg and Brian. The Employer members are Wendy and Mark Stehlin (Strategic Advisor, ADM, OS).

Action: Meeting to be scheduled no later than June 6<sup>th</sup>.

12. **SCP: Full Participation in the Workplace / Representation on Committees / Employee Orientation & Information (initiatives no. 28, 30&16)** – Employer reviewing current process prior to work group activity. Union members are Gord and Mark.

Action: David to identify a lead and identify Employer working members no later than June 6<sup>th</sup>.

13. **SCP: Job Postings / Access to Information (initiatives no. 14&17)** – Union member is Brian. Employer lead is Laval who is currently recruiting members.

Action: Employer to identify a member and setup a meeting no later than June 6<sup>th</sup>.

14. **SCP: Selection Panels / WDHP Interview Questions / Debriefing after Competition (initiatives no. 25, 26&27)** – Union members are Elaine and Brian. Employer lead is Laval who is currently recruiting members.

Action: Employer to identify members. A meeting has been scheduled on May 24<sup>th</sup> at Etobicoke North P&P Services.

15. **SCP: Exit Survey (initiative no. 15)** – new Deputy Minister will be briefed on this initiative. Union is requesting the current status and a copy of the report.

Action: David to confirm who is completing the exit surveys and when the reports will be available for sharing no later than June 6<sup>th</sup>.

16. **SCP: Former Local SAROC Groups** – Union's review and feedback is that most local SAROC groups are no longer functioning at full capacity. The lead for new local groups will fall under the MERC Diversity Sub-committee.

Action: Co-chairs will send thank you letters to all local SAROC groups for participating in the initiative. Arlene will take the lead on this with Gord.

**Standing Items**

1. **MERC Diversity Sub-committee** – Employer has identified their members: David, Ernie Harris (Director, OCSC), David Hatt (RD, IS Western Region), Judy Franz (DRD, CS Northern Region). David will be the Employer co-chair with Monte Vieselmeyer

The Union members are Nancy Hart-Day (Vanier Centre), Jennifer Roukkala (Thunder Bay CC) and Monte Vieselmeyer (Toronto West DC). The community member has not been selected due to an impasse at MERC regarding backfill and the Union will not meet until they have a full team in place.

**Action:** David to contact Monte to setup the first meeting. Union will be requesting a meeting with the Employer's Champion Steve Small to discuss moving forward.

**Next Meeting:**

**Date:** Wednesday, June 6<sup>th</sup>  
**Location:** Employer to determine  
**Time:** 9:30 a.m.

**For the Union:**

  
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Gord Longhi

**For the Ministry:**

  
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David Snoddy