

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

Minutes

Tuesday, March 6, 2012

25 Grosvenor Street, 16th floor, Boardroom A, Toronto

Attendees: For the Union

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

Attendees: For the Ministry

David Snoddy (Co-chair)
Jennifer Alphonso
Christina Danylchenko
vacancy

Regrets:

- Laval Binns
- Brian Chauvin

Resource Staff:

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

Guests/Observers:

- Valerie Pollak, Conflict Resolution & Human Rights Branch

Note Taker:

- Lise Ledoux, Program Advisor to the MERC

Previous Business:

1. **Updates / Announcements** – introduction of members at the table. Marg Welch, ADM, Community Services, brought greetings on behalf of Steve Small, ADM, Institutional Services and reassured that work has been ongoing despite the disbandment of the Organizational Effectiveness Division.
2. **SCP: WDHP Tracking Protocol & Registry (Initiative no. 5)** – protocol document is still in progress. Tracking protocol letters regarding all substantiated complaints recommendation to implement immediately is with ADM, IS.

Both parties are in agreement with the retroactive timeframe as June 14, 2010 to include all substantiated complaints (changes to WDHP policy and database).

Action: Valerie to confirm that the tracking protocol practice is in place effective immediately for all substantiated complaints and retroactive letters are being issued for the period noted above.

Marg and Valerie will reconcile the substantiated files for which letters should be on file.

3. **SCP: WDHP Statistics (Initiative no. 33)** – July to December 2011 statistics were provided. Some changes requested.

Co-chairs acknowledged the significant work completed with the reformatted template for reporting the data.

Action: Valerie to make the following changes to be made: Slide 13 – totals to be included. Slide 15 – reposition the totals and Direct Management Action to be clarified.

4. **SCP: Mediation Statistics (initiative no. 9)** – statistics shared with members. The Union raised a concern on the integrity of the mediation numbers and requesting confirmation.

Action: Valerie to look at possible resource to look at template design for the mediation statistics.

Valerie to confirm the mediation numbers.

5. **SCP: Family Responsibilities Policy (Initiative no. 1)** – document was provided to the Union and the Employer has advised that there is nothing else to add to it.

Action: Union will respond.

6. **SCP: Short-Term Assignment Policy (Initiative no. 3)** – statistics provided. Employer and Union agreed that this year's rollout will be deferred. The Program Analysis Review data has been provided to the working group.

Action: David to set a date as soon as possible for the work group to commence the analysis and recommendation phase of the revisions to the program.

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

Action: David will share the document as presented to the Steering Committee and will provide a response by the next meeting.

8. **SCP: Networking for Female Employees (Initiative no. 13)** – 7 sessions were held in the fall of 2011 with 500 staff in attendance. Three spring sessions (2012) are being scheduled for Central Region with additional fall sessions. Union is requesting the curriculum of each networking sessions and statistics of attendance at each session.

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

9. **SCP: Gender Balance (Initiative no. 4)** – statistics were provided. A sub-grouping for analysis is still outstanding. Union members are Marg Smoke and Elaine Barnes.

Action: David to setup a meeting as soon as possible with the working group and identify management members.

10. **SCP: Employment Systems Review (initiative no. 7)** – no update.

Action: David to follow-up as soon as possible on the reestablishment of the working group and identify new members.

Standing Items

1. **MERC Diversity Sub-committee** – Employer will announce the names of their members at the MERC March 29th meeting.

New Business

1. **SCP: Performance Appraisal Process / Learning & Development Plans (initiatives no. 29&11)**

Action: David to establish the working group as soon as possible and set dates.

2. **SCP: Full Participation in the Workplace / Representation on Committees / Employee Orientation & Information (initiatives no. 28, 30&16)**

Action: Mark to provide David with copy of notes from the last working group meeting.

David to establish the working group as soon as possible and set dates.

3. **SCP: Job Postings / Access to Information (initiatives no. 14&17)**

Action: David to establish the working group as soon as possible and set dates.

4. **SCP: Selection Panels / WDHP Interview Questions / Debriefing after Competition (Initiatives no. 25, 26&27)** – Selection panels: bias-free training module being explored. Interview questions: there is an existing list of WDHP questions that are cycled through and used in competitions that can assist with future work. Debrief after competition: current process is ad hoc and not consistent.

Action: David to establish the working group as soon as possible and set dates.

5. **SCP: Exit Survey (Initiative no. 15)** – practice of conducting exit surveys will continue. Final report from consultants is still required and who will hold the ongoing responsibility for administering the exit survey and maintaining data.

Action: David to follow-up and get new timelines.

6. **SCP: Former Local SAROC Groups**

Action: Marg will contact the group directly and advise on continuance where possible and new direction will come from the MERC Diversity Sub-Committee once established.

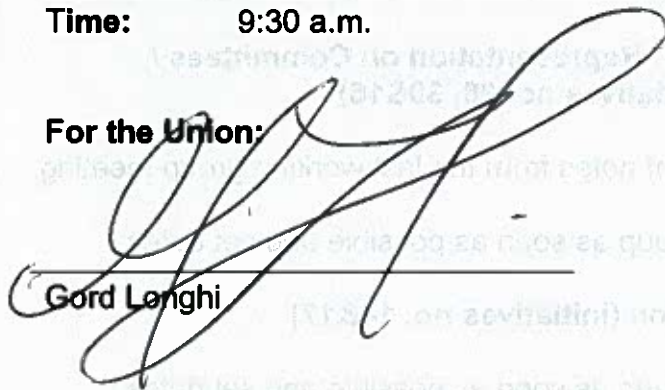
2012 Meeting Schedule:

- Wednesday, April 25th, OPSEU, Ontario Correctional Institute
- Wednesday, June 6th, Employer
- Tuesday, September 25th, OPSEU
- Wednesday, December 5th, Employer

Next Meeting:


Date: Wednesday, April 25, 2012
Location: Ontario Correctional Institute
Time: 9:30 a.m.

For the Union:



Gord Longhi

For the Ministry:



David Snoddy