

## SAROC Steering Committee Meeting Minutes

**OPSEU Mississauga Office**  
**5757 Coopers Ave., Mississauga ON**  
**March 24<sup>th</sup>, 2010 11:30 am – 4:00 pm**

**Co-Chairs:**

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

**Resource Staff:**

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

**Management Members:**

Sandra Adams, ER Advisor, MGS  
 Laval Binns, Manager, Etobicoke North P&P  
 Anne Chabot, Senior Advisor, Office of Aboriginal Issues, OED  
 Lisa Vescio, Director, OSCB

**Via Teleconference (for part of meeting):**

Monica Mori, Manager (A), TDI Unit, OSCB, OED  
 Remi Warner, Org. Change Specialist, TDI Unit, OSCB, OED

**OPSEU Members:**

Mark Brewster, OPSEU - Toronto Jail  
 Brian Chauvin, OPSEU - Windsor Jail  
 Lori Kruger, OPSEU – Thunder Bay CC  
 Gord Longhi- OPSEU - Halton South P&P  
 Marg Smoke, OPSEU Staff

**Regrets:**

Eduardo Almeida, OPSEU  
 Donna Keating, Superintendent, Vanier  
 Jim Paul, OPSEU Staff  
 Marg Welch, Reg. Dir., AIS

**Minute taker:**

Renée Hewer, Analyst (A), OSCB, OED

### Agenda

Meeting Agenda				
Item	Item Type	Time	Item	Lead
1.	Update	10 minutes	<b>Introductory Remarks</b> <ul style="list-style-type: none"> <li>• Update on current negotiations</li> <li>• Review of Agenda</li> </ul>	Lisa Vescio / Gord Longhi
2.	Standing Item	30 minutes	<b>Committee Business</b> <ul style="list-style-type: none"> <li>• Approval of SAROCSC Minutes – February 24, 2010</li> <li>• Review status of action items from previous meeting not covered by today's Agenda</li> </ul> <b>Local SAROC Subcommittee</b> <ul style="list-style-type: none"> <li>• Status of Aboriginal Awareness Training</li> <li>• Communications to Local SAROCs</li> </ul>	Lisa Vescio / Gord Longhi
3.	Update / Decision	10 minutes	<b>STAP Call-Out</b> <ul style="list-style-type: none"> <li>• Update on status</li> </ul>	Remi Warner
4.	Update / Decision	2 hrs	<b>Work Plan</b> <ul style="list-style-type: none"> <li>• OPSEU revisions or edits to last tabled version (v. Feb 2010)</li> </ul>	Remi Warner / Gord Longhi
			<ul style="list-style-type: none"> <li>• Review of work plan initiatives for effectiveness</li> </ul>	All
			<ul style="list-style-type: none"> <li>• Western Management Audit</li> </ul>	Mark Brewster / Remi Warner
5.	Standing Item	1hr	<b>ESR</b> <ul style="list-style-type: none"> <li>• Review of submissions from Management and Union</li> <li>• Next steps</li> </ul>	Gord Longhi
6.	Update / Decision	10 minutes	<b>Mediators and Mediator Training</b> <ul style="list-style-type: none"> <li>• Update from Marg Smoke and Remi Warner</li> </ul>	Marg Smoke / Remi Warner
7.	Update / Decision	15 minutes	<b>New Business</b> <ul style="list-style-type: none"> <li>• Aboriginal Gathering 2010</li> <li>• Request for Aboriginal Affinity Group</li> </ul>	Gord Longhi
8.	Standing Item	10 minutes	<b>Agenda Items and Timing of Next Meeting</b>	Lisa Vescio / Gord Longhi

1.	Update	10 minutes	<b>Introductory Remarks</b> <ul style="list-style-type: none"> <li>Update on current negotiations</li> <li>Review of Agenda</li> </ul>	Lisa Vescio / Gord Longhi
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**Discussion Summary:**

L. Vescio noted:

- Focus the work of this committee on compliance with the O'Brien orders.
- We are under obligation to do business in a greener and more fiscally responsible manner whenever possible, this includes teleconferencing where possible and meeting less frequently.
- Recommend the establishment of guidelines for teleconferencing etiquette, to help offset the challenges in using this method of communication with this group.

G. Longhi noted:

- Understand these constraints but cautioned against the use of teleconferencing with this committee as it does not always work well.

**Review of Agenda:**

- Agenda approved with the following addition:
  - Add under Item 2 - Local SAROC Subcommittee: Questions from Thunder Bay Jail to the SAROCSC.

**Agreed to Actions/Decisions**

**Lead(s)**

2.	Standing Item	30 minutes	<b>2a. Committee Business</b> <ul style="list-style-type: none"> <li><i>Add:</i> Signing of Nov 18<sup>th</sup> 2009 Minutes</li> <li>Approval of SAROCSC Minutes – February 24, 2010</li> <li>Review status of action items from previous meeting not covered by today's Agenda</li> </ul> <b>2b. Local SAROC Subcommittee</b> <ul style="list-style-type: none"> <li>Status of Aboriginal Awareness Training</li> <li>Communications to Local SAROCCs</li> <li><i>Add:</i> Questions from TBJ LSAROCC to SAROCSC</li> </ul>	Lisa Vescio / Gord Longhi
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**Discussion Summary:**

**2a. Committee Business**

**Add: Signing of Nov 18<sup>th</sup> 2009 Minutes:**

- Page 4, Item #6, change to:  
Mediation: "M. Smoke raised concerns about Mediation process and training plans. OED to follow-up and clarify."
- This change was hand-written and initialled (by G. Longhi). The Minutes were signed by both parties.

**Agreement:** Minutes to be posted by each side on their respective Intranet/Website.

**Approval of Feb 24, 2010 Minutes:**

- Deferred

**Review of status of Action Items from Feb 24, 2010 Minutes. Only items not covered on today's Agenda (numbered as per Feb 24, 2010 Minutes):**

- Action items from the Feb 24, 2010 meeting were reviewed (**see Action Items list for further action in each case**).

- The following items were either agreed to have been completed, had no further action associated, or were not items on the current Agenda (*numbering as per Feb 24, 2010 Minutes*):

1. Meeting Minutes & Notes:

**Agreement:** Action Items to be ready within 5 business days of the last meeting and then reviewed jointly. M. Brewster and R. Warner to review and distribute to the Co-Chairs thereafter.

4. Aboriginal Awareness Training – LSAROC Subcommittee meeting:

Item complete. Meeting took place. Further discussion on this on the current Agenda.

7. STAP Call-Out 2010 – Delayed Call-Out: Item removed from Agenda.

8. STAP Forms: Completed

9. Work Plan Revisions/Edits – send updated version: Completed

10. Initiative #10 – Grievance Process for Systemic Change Program:

This action is already being done with OPSEU's grievance department, therefore completed on union side. Management side yet to complete.

Further discussion took place. Union noted need to ensure that this information is tracked and that it remains an ongoing process, imbedded as a regular part of business. M. Brewster highlighted the need to ensure that the expedited aspect is not lost. The expedited aspect will in effect become a by-product of the process once the cases are flagged. This initiative needs to be re-worded/re-defined to reflect this

12. Initiative #9 Mediation Program: Completed

13. Initiative #29 – Performance Appraisal Process: Completed. It is now with Steve Small's office being prepared for sending out to the RDs.

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## 2b. Local SAROC Subcommittee

### Status of Aboriginal Awareness Training:

- The following documents were submitted for review: 1. "Draft Goals, Objectives and Training Principles for SAROC Aboriginal 2-Day Cultural Awareness Training"; 2. "SAROC Aboriginal Awareness Training Framework"; 3. Draft Local SAROC 2-Day Aboriginal Cultural Awareness Training Agenda"; 4. "Draft Local SAROC Aboriginal Cultural Awareness (slide presentation)"; and 5. "PASAC Review".
- The committee discussed the documents, specifically whether or not a completed training curriculum had been submitted.
- L. Kruger clarified that the PASAC Review document is not itself a curriculum but contains recommendations, a framework and a model for what should be included in a curriculum. This model takes into consideration the training objectives for people doing LSAROC work, ensuring that they come away with a skill in dealing with these issues.
- A. Chabot reviewed and submitted her comments on items/documents 1, 2, 3 and 5. She noted that the submitted documents were a suitable framework for developing a curriculum but to ensure that all references are historically accurate and that suggested changes ( i.e. skills development and other adult learning principles) were integrated into new the curriculum.
- A. Chabot agreed that the Office of Aboriginal Issues would review the most recent document submitted, i.e. #4 (slide presentation) and give comments.
- L. Vescio expressed concern at the amount of time needed to get this curriculum done. She further suggested involving people from the College (OCSC) in getting the curriculum completed.

**Action:** (1) OED/OAI to take a look at the curriculum proposed by L. Kruger, discuss with OCSC and provide comments and suggested revisions and a timeline for feedback on the proposed document; (2) LSAROC Subcommittee to plan a further meeting to work out logistics as to rollout.

### Communications to Local SAROCs:

- There was a discussion about the need to recognize members for the work done at the Local SAROCCs.  
**Action:** Draft a communiqué to LSAROCC Co-Chairs asking them to submit a listing of their successes.

**Questions from the Thunder Bay Jail's LSAROCC to the SAROCCS:**

- Discussion deferred. R. Warner will share with the Co-Chairs after this meeting. **Action:** Review and respond to questions, as noted in TBJ LSAROCCs March 5, 2010 Minutes.

<b><u>Agreed to Actions/Decisions from 2a &amp; 2b above (new numbering going forward)</u></b>	<b><u>Person(s) Responsible</u></b>
<p>1. <u>Feb 24, 2010 Minutes – Action Item #2 – Impact Audit response from the union – Further Action:</u> (1) SCP Work Plan sub-committee to review Audit recommendations as part of review of SCP initiatives; (2) ESR committee (once convened) to consider review of Audit recommendations.</p>	<p>Lisa Vescio / Gord Longhi</p>
<p>2. <u>NILO and Community Members of LSAROCCs:</u> Define role and payment procedures for (future) community members serving on LSAROCCs. [<i>Note: this item as it will be dealt with in a different forum. Discuss at the next meeting.</i>]</p>	<p>Monica Mori</p>
<p>3. <u>Feb 24, 2010 Minutes – Action Item #5 – DCF/FRP – Further Action:</u> (1) Send the complete 2009/10 fiscal year uptake data after April 1, 2010; (2) M. Smoke to be copied on all emails to field about data collection; (3) Meeting between R. Warner and M. Smoke to discuss the forms being used and communication strategy; (4) L. Vescio and R. Warner to look into the process for re-instating the originally agreed to \$45,000 fund.</p>	<p>(1) &amp; (2) Remi Warner (3) Remi Warner / Marg Smoke (4) Lisa Vescio</p>
<p>4. <u>Feb 24, 2010 Minutes – Action Item #6 – WDHP Tracking Registry &amp; Protocol:</u> (1) Management to send to OPSEU a current list of names on the Tracking Registry, and to ensure OPSEU President is getting informed of substantiated WDHP cases, in conformity with the Tracking Protocol; (2) Send a reminder to the CRHR Branch that they should be tracking all substantiated complaints, i.e. whether substantiated through external investigation or not. <u>Further Action:</u> (3) CRHR Branch representative to attend next Steering Committee meeting to outline the current process being followed; (4) R. Warner and M. Smoke to meet to discuss the existing and prospective process for tracking substantiated WDHP complaints.</p>	<p>(1) &amp; (2) Lisa Vescio (3) &amp; (4) Remi Warner / Marg Smoke</p>
<p>5. <u>Feb 24, 2010 Minutes – Action Item #10 - Initiative #10 Grievance Process for the Systemic Change Program:</u> <u>Further Action:</u> (1) Parties to meet to draw up a Letter of Understanding/Memorandum of Agreement to redefine the Expedited Grievance Process; (2) Each side to communicate with their respective grievance officers that all grievances related to the Systemic Change Program initiatives and related gender-based systemic issues should be flagged and reported to the Steering Committee Co-Chairs through their respective agents, for intervention and resolution. [Management side yet to complete].</p> <p><i>This initiative is to be considered completed/implemented with completion of this action.</i></p>	<p>(1) Lisa Vescio (2) Lisa Vescio / Gord Longhi</p>
<p>6. <u>Feb 24, 2010 Minutes – Action Item #11 - Initiative #21 Employee Acknowledgement &amp; Declaration Form:</u> (1) Send a communiqué to the RDs to disseminate to the field reminding 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 &amp; Declaration form. Note in communiqué that this is done to increase awareness and that the signed form will never be used for disciplinary purposes/in a disciplinary forum. <u>Add:</u> this should also be done for existing employees.</p>	<p>Remi Warner</p>
<p>7. <u>Feb 24, 2010 Minutes – Action Item #14 – Initiative #26 WDHP Interview Questions:</u> Provide anonymized samples of the interview questions used in management competitions to Gord Longhi.</p>	<p>Remi Warner</p>
<p>8. <u>Feb 24, 2010 Minutes – Action Item #15 – Communication to LSAROCCs about Future Directions / Transformation Strategy:</u> (1) Send the draft version of the communiqué to be sent to the Local SAROCCs to Gord Longhi for input and review.</p>	<p>Lisa Vescio</p>

Further Action: (2) Draft a similar communiqué to the SAROC Facilitators.				(1) Anne Chabot (2) LSAROC Subcommittee
9. <u>Aboriginal Cultural Awareness Training</u> : (1) OED/OAI to take a look at the curriculum proposed by L. Kruger, discuss with OCSC and provide comments and suggested revisions and a timeline for feedback on the proposed document; (2) LSAROC Subcommittee to plan a further meeting to work out logistics as to rollout.				Lisa Vescio / Gord Longhi
10. <u>Question from LSAROCC at Thunder Bay Jail</u> : Review and respond to questions, as noted in their March 5, 2010 Minutes.				Lisa Vescio / Gord Longhi
11. <u>LSAROCC Successes – Recognition for work done</u> : Draft a communiqué to LSAROCC Co-Chairs asking them to submit a listing of their successes.				
3.	Update / Decision	10 minutes	<b>STAP Call-Out Status</b>	Remi Warner
<b>Discussion Summary:</b>				
<ul style="list-style-type: none"> <li>The 2010 STAP Call-Out is now complete. An email was sent to the Regional Directors on March 12, 2010 that contained all relevant Guides and information for this year's implementation.</li> </ul>				
<b>Agreed to Actions/Decisions</b>				<b>Person(s) Responsible</b>
None				
4.	Update / Decision	2 hrs	<b>Work Plan</b> <ul style="list-style-type: none"> <li>OPSEU revisions or edits to last tabled version (v. Feb 24, 2010)</li> <li>Review of work plan initiatives for effectiveness</li> <li>Western Management Audit</li> </ul>	Remi Warner / Gord Longhi  All Mark Brewster / Remi Warner
<b>Discussion Summary:</b>				
<ul style="list-style-type: none"> <li>Agreement to hold a separate meeting to discuss the work plan.</li> </ul>				
<b>Agreed to Actions/Decisions</b>				<b>Person(s) Responsible</b>
12. <u>Work Plan</u> : Subgroup ( <i>not specified – suggestion to pick a person from each side</i> ) to meet to discuss possible changes to the work plan and the work plan document to determine: (1) Initiatives to be removed; (2) Who has responsibility for different initiatives; (3) Audit findings and relevance of items; (4) Developing a process for bringing back work plan-related developments to the SAROCSC; (5) thinking about how to organize the work plan document to minimize overlap and thinking about how to present the information more clearly.				Lisa Vescio / Gord Longhi
5.	Standing Item	1 hr	<b>ESR</b> <ul style="list-style-type: none"> <li>Review of submissions from Management and Union</li> <li>Next steps</li> </ul>	Gord Longhi
<b>Discussion Summary:</b>				
<b>Review of submissions from Management and Union:</b> (continued from page 4, Action Item #1 - Audit Response from the Union)				
<ul style="list-style-type: none"> <li>Discussion took place around discrepancies between the procedure/process that was previously agreed to be followed and what has happened to date.</li> <li>The union queried the length of time that it is taking to receive feedback from the Deputy Minister's Office and noted the lack of union input. Suggestion to come up with specific timelines for when the different processes should be happening, including at which stage(s) OPSEU should become involved.</li> </ul>				

<ul style="list-style-type: none"> <li>The union suggested re-convening the ESR subcommittee as soon as possible to look at the recommendations that relate to the Systemic Change Program.</li> </ul>				
<u>Agreed to Actions/Decisions</u> None				<u>Person(s) Responsible</u>
6.	Update	10 minutes	<b>Mediators and Mediation Training Update</b>	Marg Smoke / Remi Warner
<u>Discussion Summary:</u> <ul style="list-style-type: none"> <li>M. Smoke thanked L. Vescio and her staff for the information that was sent. It was taken to the President's office for approval. It was well received. M. Smoke was asked to attend the training as a voice for the union. She attended and was very impressed with the consultants hired to deliver it, i.e. The Stitt Feld Handy Group. Need now to work on the logistics around the list of mediators and ensure that they're serving all regions.</li> </ul>				
<u>Agreed to Actions/Decisions</u> 13. Hold a separate meeting to discuss issues related to Mediator's program				<u>Person(s) Responsible</u> Marg Smoke
7.	Update / Decision	15 minutes	<b>New Business</b> <ul style="list-style-type: none"> <li>Aboriginal Gathering 2010</li> <li>Request for Aboriginal Affinity Group</li> </ul>	Gord Longhi
<u>Discussion Summary:</u> <ul style="list-style-type: none"> <li>The union queried the cancellation of and as yet un-rescheduled Aboriginal gathering, and the delay in communication around the formation of an affinity group.</li> <li>A. Chabot responded by noting first that the OAI does not report to this table but will provide updates about the work of the OAI from time to time. There is currently a verbal agreement with the ADM OED to move forward with rescheduling the gathering as soon as possible, hopefully in the Fall. More work still needs to be done on assessing whether or not an affinity group is what Aboriginal employees want, to ensure that we're moving in the direction that Aboriginal employees want us to.</li> <li>A. Chabot further noted that one objective that came out of the last gathering was the setting up of an advisory group to advise the OAI on all matters relating to Aboriginal employees. Further, an external Aboriginal Advisory Board will be set up to advise the DM and ADMs, so that they can respond to Aboriginal issues in an informed way and that is consistent with the views and aspirations of the Aboriginal community.</li> </ul>				
<u>Agreed to Actions/Decisions</u>  <u>Agreement:</u> "Office of Aboriginal Issues - Update" to be added as a standing item on the Steering Committee Agenda going forward.				<u>Person(s) Responsible</u>
8.	Standing Item	10 minutes	<b>Agenda Items and Timing of Next Meeting</b>	Lisa Vescio / Gord Longhi
<ul style="list-style-type: none"> <li>Next meeting: <b>Wednesday May 26, 2010</b> from 9:30 a.m. to 3:30 p.m. at 5757 Coopers Rd. Mississauga.</li> </ul>				

**Signatures:**

Original signed by \_\_\_\_\_

Gord Longhi, Co-Chair - OPSEU

Original signed by \_\_\_\_\_

Lisa Vescio, Co-Chair - Management