

SAROC Steering Committee Meeting Minutes
OPSEU Downtown – 31 Wellesley St., East
February 10th, 2011 10:30 a.m. – 4:00 p.m.

Co-Chairs:

Gord Longhi, Halton South 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

Management Members:

Laval Binns, Manager, Etobicoke North P&P
 Anne Chabot, Senior Advisor, Office of Aboriginal
 Issues, OED
 Mary-Jo Knappett, A/Director, OSCB & CRHR Branch,
 OED
 David Snoddy, A/Manager, TDI Unit, OSCB, OED
 Marg Welch, Reg. Director (Western), AIS

Resource Staff:

Marg Smoke – OPSEU Staff
 Jim Paul – OPSEU Staff
 Renée Hewer, Program A -nalyst, TDI Unit, OSCB, OED
 (Minute Taker)
 Shawn Dicks, Organizational Change Specialist, TDI
 Unit, OSCB, OED

Regrets:

Jennifer Alphonso, Deputy Superintendent, OCI
 Victoria Fichtenbaum, ERA, MGS
 Dan Sidsworth, MERC Co-Chair

Meeting Agenda				
Item	Item Type	Time	Item	Lead
1	Update	5 min	Introductory Remarks Update on negotiations	Co-Chairs
2	Standing Item	15 min	Committee Business Approval of SAROCSC Meeting Minutes <ul style="list-style-type: none"> • December 2nd, 2010 	Co-Chairs
3	Standing Item /Update	10 min	Update from Office of Aboriginal Issues	Anne Chabot
4	Standing Item	1.5 hrs	SAROC Work Plan Update on work plan initiatives: <ol style="list-style-type: none"> (1) #6: Education/training – Ernie Harris report on curriculum review and integration (2) #1&2: Family Responsibilities Policy – Ministry response (3) #3: STAP – 2011 Implementation update and 2008/09 fiscal year data (4) #4: Gender Balance (stats) – Management update (5) #5: WDHP Tracking Protocol – Ministry response (6) #7: ESR – Union response (7) #12: Mentoring – set subcommittee (8) #23: Notification of Serious WDHP Incident 	Co-Chairs Ernie Harris, Director OCSC
5	Presentation	10 min	WDHP Statistics Presentation	Mary-Jo Knappett
6	Update	15 min	Mediation and Mediators Update	Mary-Jo Knappett
7	Update	30 min	Local SAROCCs <ol style="list-style-type: none"> (1) Filling Vacancies (2) Aboriginal Cultural Awareness training – review of evaluations results and discussion 	
8	Standing Item	5 min	Agenda Items and Timing of Next Meeting	Co-Chairs

1.	Update	5 minutes	Introductory Remarks Update on negotiations	Gord Longhi / Mary-Jo Knappett
<p>Discussion Summary:</p> <ul style="list-style-type: none"> G. Longhi welcomed the committee to OPSEU's headquarters. Newly signed Terms of Reference tabled here today. Both parties acknowledged the work and successful collaboration. <p>Agenda – changes/additions:</p> <ul style="list-style-type: none"> Changed: Item #4(1) brought forward to immediately following “Introductory Remarks”. See discussion summary and related action items under Section 4. Changed: Discussion of Item #5 took place during Minutes review. See discussion summary and related action items under Section 5. Added: Section 8: Women in Corrections Networking Sessions - Discussion 				
2.	Standing Item	15 minutes	Committee Business: Approval of Minutes: Dec 2 nd , 2010	Gord Longhi / Mary-Jo Knappett
<p>December 2, 2010 Minutes:</p> <ul style="list-style-type: none"> G. Longhi added the following to Page 3, Section 4(6), 5th bullet down: <ul style="list-style-type: none"> “OPSEU disagrees with the Ministry’s position in this matter and feels that all complaints should be tracked and that the information would be a benefit to both parties.” The December 2nd, 2010 Minutes were approved with the above change and the following action item, to be added to the current Minutes under Agenda Item 5: <ul style="list-style-type: none"> <u>Action (captured under Agenda Item 5):</u> J. Paul and another OPSEU member to work with D. Mathur and another OED staff member in developing a reporting format for the WDHP statistics that works for both parties. <p>Agreement: Both sides work on providing documents at least 2 weeks in advance, or as early as possible before meetings to allow for adequate review.</p>				
3.	Update	10 minutes	Update from the Office of Aboriginal Issues	Gord Longhi / Mary-Jo Knappett
<p>Aboriginal Gathering:</p> <ul style="list-style-type: none"> The Gathering was a success by all accounts. The OAI is pleased with the results overall. Comments from some of the employees that participated included that it was a life changing experience. It was viewed both as an opportunity for Aboriginal employees to come together and as an opportunity to heal as a group, empowered to move forward. There were 125 registered participants, with 101 eventual attendees. Weather conditions prevented approximately 14 people from attending. The College provided exceptional assistance. With the exception of the NILOs and CCWs, they made the process of registering participants fairly simple. The NILO and CCW issue is a complex one since they do not have access to the ministry computer system and one which needs to be viewed as a systemic barrier. Conference Evaluations: There was a significant return rate of evaluation forms, i.e. 69 out of 101 (representing a 68.3% return rate), which the OAI views as one sign of a high level of engagement of participants with the gathering. A summary of the evaluations was made available by the OAI one week after the event and was circulated to all participants and senior management. However, the evaluations and issues arising from them (with recommendations) will be reported on more fully in the conference report. The OAI will share the final report with this committee upon completion. Expected completion date: March 31st, 2011. Some result highlights from the summary include: <ul style="list-style-type: none"> 66% of participants felt that the gathering was well advertised. This was a surprising result as this area is usually reported as a problem. 91% of participants indicated that management was supportive of them attending. 49% of participants felt that the location was appropriate and 51% did not. 93% of participants thought that the keynote speakers were interesting and informative. 60% thought that the employee dialogue plenary was a good way to provide staff with an opportunity to discuss their issues and ideas. 89% liked the recognition and acknowledgement segment. Each employee was recognized. ADM Steve Small attended the recognition ceremony and this was seen as a positive and supportive gesture. 90% of participants thought that the feast was a great addition to the Gathering. The kitchen staff did a great 				

job in preparing the meals as specified.

- Some issues were:
 - The lack of adequate knowledge among staff about the role of the OAI, specifically how the OAI was established to deal with issues with no adequate structure to be able to address the issues being raised, e.g. NILOs, CCWs, offender programming. For next year's Gathering the OAI is looking at identifying the issues and identifying which parts of the Ministry are responsible for addressing the problem in advance of the meeting, then have these branches/divisions report on progress.
 - Travel is complicated and sometimes requires several days of travel for people from the North.
 - Our employee group included residential school survivors and some found it difficult being at the College (the location caused flashbacks).
 - M. Smoke noted some issues that came to her at OPSEU regarding difficulty in attending the Gathering, specifically manager refusal to allow some people to attend. Individuals don't know who to go to if their manager refuses their request to attend. These individuals were referred to the OAI. A. Chabot replied that the cap was not placed by the ADM and that all cases that came through the OAI were documented. The situation was resolved for those who came forward.
- G. Longhi noted that it was one of the most positive things he has experienced in his time in Corrections. It highlighted some of the good things happening in Corrections. There was a focus on the issues and what's currently happening and looking at ways to move forward. Looking forward to the next Gathering.

Aboriginal Awareness Training for Senior Managers:

- Curriculum development is in the next to final stage of completion. A first draft is expected to be available by March 31, 2011 though the OAI wants to have it peer reviewed (academically and spiritually) then tested with senior management before running it in the field.
- The training will provide participants with historic and contemporary information about Aboriginal peoples and will pay particular attention to what this means in terms of corrections, how issues play themselves out in corrections and ways and means for addressing them.
- Because the nature of training may be contentious for participants and/or because this new knowledge may bring challenges in the workplace, the OAI hopes to build in some training related to conflict resolution (specific to the issues training will identify).

Truth and Reconciliation Commission (TRC):

- The OAI identified TRC hearings as something to be considered by the ministry. ADM Small supported the idea and the OAI has engaged the interested of the TRC and Kenora Jail as a possible venue for hearings (still in its exploration stages).
- Representatives of the TRC and of the OAI toured the Kenora Jail in late January.
- If Kenora Jail is in agreement. The OAI has given assurances that it will help negotiate an agreement which is a 'win' for Aboriginal offenders, a 'win' for the institution, a 'win' for the ministry and a 'win' for the TRC. The hearings are not to be exploitive in any way and should lead to better relationships and a better understanding between the ministry/institution and Aboriginal offenders and communities.

Assembly of First Nations (AFN)/Mike Holmes Project:

- The OAI brought to above noted initiative to the attention of the Northern Region with a suggestion that it become involved by way of supplying inmates to help build the project.
- Through a bidding process, the AFN selected Attikameksheng Anishnabek First Nation as the winning community. (within close proximity of Sudbury)
- The Sudbury Jail has been identified as the institution that will be involved directly in the project and is currently looking at security issues in relation to supplying offenders to train/work on this initiative.

4.	Standing Item	1.5 hours	SAROC Work Plan	Mary-Jo Knappett / Gord Longhi
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(1) Initiative #6 – Education/Training

Presentation by Ernie Harris, Director, Ontario Correctional Services College (OCSC).

- Mr. Harris reported on the status of the report on the curriculum review and of the integration of core elements of anti-discrimination, anti-racism and anti-sexism into course content at OCSC.

Curriculum Review:

- E. Harris described the process of having hired consultants to review the College's curriculum to assess how effectively it integrated an anti-oppressive framework.
- He described the obstacles encountered by the consultants and noted that they eventually produced a report that

detailed how to embed an anti-oppressive framework into the curriculum,

- Since July 2009, a consultant has been working with the COTA team to integrate this framework into the COTA curriculum.

Integration of anti-oppression at the college:

- E. Harris described ways the college is integrating anti-oppression into its curriculum and environment. For example:
- The "Overview of the COTA Program" manual has been re-vamped to include an aspect related to diversity, equity and inclusion in every aspect of the course.
- Recognize the role of the College in training COs, POs and Youth Workers, not specialists in human rights but with enough of a knowledge/sensitivity base to allow students to integrate this into the work they do, to do their jobs better.
- College has opened up to a range of events, e.g. LGBTTTQ Conference, WinC Conference, Ina Olsen (Holocaust Survivor), Dan Hill, National Aboriginal Day Celebrations and the recent Aboriginal Gathering. Advertising that the College is a diversity-friendly place and allowing staff the freedom to speak openly and honestly about diversity issues. The foundation for total integration would include having more staff of diverse backgrounds.

Questions

- Steering Committee members asked questions related to the following:
 - Instructors/trainers and their ability to deliver this type of training.
 - Instructor/trainer evaluation.
 - Associate trainer evaluation.
- E. Harris responded as follows:
 - Instructors/trainers (Staff Development Officers) now have a new understanding of the role they play in educating and are being guided by the consultants in their continued development.
 - Managers at the College are encouraged to observe and evaluate trainers and give constructive feedback. An evaluation is done after every course.
 - Associate trainers are not selected through the College; they are provided from individual institutions and area offices. Further discussions are to take place with the Regional Directors about expectations for associate trainers.

(2) Initiative #1 – FRP/DCF

- MJ. Knappett updated the committee that the revised policy is still under review by legal. Hoping it will be available by the next meeting.
- Response to be provided to OPSEU prior to next meeting, if ready.

(3) Initiative #3 – STAP

- D. Snoddy updated the committee. He noted that the implementation announcement went out on Jan 28th, 2011 and it included a reminder to the regional offices to have institutions send in data for the 2009/10 fiscal year.
- The 2008/09 fiscal year data collection is now complete and a summary has been provided here.
- M. Smoke reminded the committee that a decision was made approximately 2 years ago post the STAP for another year but to have a discussion of the issues, including the program's efficacy, in the meantime. This analysis piece needs to take place now.
- Agreement to set a subcommittee to look at program data and start analysis.

(4) Initiative #4 – Gender Balance

- D. Snoddy updated the committee. The templates are now populated and have been provided here.
- Conducted a spot check to confirm numbers. Caveat: numbers accurate as per date report generated.
- Stats to be provided bi-annually on a go forward basis with the reporting period as January to June and July to December. Report to steering committee in February and September for the previous 6-month period.
- Committee now needs to look at trends, hot spots and possible issues.
- Agreement to set a subcommittee to meet to identify trends etc. Subcommittee OPSEU = Elaine Barnes and Marg Smoke. Management to assign staff to subcommittee. Thereafter set dates.
- Request by union to update the existing template and data with percentages.

(5) Initiative #5 – Tracking Protocol & Registry

- MJ. Knappett updated the committee. Review now concluded and feedback received from legal. Anticipate having a final draft ready in 2-3 weeks.
- To be provided to subcommittee prior to next meeting.

(6) Initiative #7 – ESR

- MJ. Knappett updated the committee. The union’s response was submitted at the end of January 2011. Currently reviewing proposal.
- Identify subcommittee members. Thereafter set dates.
- Currently completing a review of what has been done in the ministry over the last few years. To be provided to subcommittee for review with recommendations from report.

(7) Initiative #12 – Mentoring

- M. Smoke updated the committee. Productive first meeting.
- Agreement between parties that the SAROC Mentoring Program needs to be reviewed in the context of what’s happening in the ministry currently.
- Future meeting dates set for continued review. Dates set as March 8th and April 5th, 2011.

(8) Initiative #23 – Notification of Serious WDHP Incident: Racist/Sexist Incident Response Protocol

- G. Longhi highlighted the need to re-convene a subgroup to work on protocol. Would like to set dates.
- MJ. Knappett noted that there are serious concerns with the agreement as it stands, from the perspective of WDHP and FIPPA obligations.
- Agreement to set subcommittee to discuss specific concerns.
- G. Longhi to call MJ. Knappett to discuss with a view to setting dates and assigning subcommittee members.

Agreed to Actions/Decisions	Person(s) Responsible
(1) <u>Initiative #6 – Education/Training:</u> D. Snoddy to follow up with E. Harris to provide to the Steering Committee the following: <ul style="list-style-type: none"> o OCSC 2010 Annual Report (when complete) o “Overview of the COTA Program” document 	David Snoddy
(2) <u>Initiative #1&2 – FRP/DCF:</u> (1) (<i>action carried over from Dec 2, 2010 Minutes</i>) Draft FRP with OPSEU’s changes to be reviewed by OED then Ministry counsel then taken to IS and CS tables for comment; (2) Provide response to OPSEU prior to next Steering Committee meeting, if ready.	Mary-Jo Knappett
(3) <u>Initiative #3 – STAP:</u> Both sides to assign subcommittee members and jointly set dates for: <ul style="list-style-type: none"> o program data reporting o STAP program review 	Gord Longhi / Mary-Jo Knappett
(4) <u>Initiative #4 – Gender Balance:</u> (1) Management side to assign subcommittee members and jointly set dates (OPSEU subcommittee members: Elaine Barnes; Marg Smoke) (2) Update existing template/data with percentages.	(4.1) David Snoddy (4.2) Renée Hewer / Marg Smoke
(5) <u>Initiative #5 – WDHP Tracking Protocol & Registry</u> Response to OPSEU’s changes to the draft Tracking Protocol to be provided as soon as available, prior to next Steering Committee meeting.	Mary-Jo Knappett
(6) <u>Initiative #7 – ESR:</u> (1) Management review of union proposal as to how to proceed with review of ESR recommendations; (2) Assign subcommittee and set dates.	Mary-Jo Knappett
(7) <u>Initiative #23 – Notification of Serious WDHP Incident (Racist/Sexist Incident Response Protocol):</u> G. Longhi to call MJ. Knappett to discuss, with a view to assigning subcommittee members and setting dates.	Mary-Jo Knappett / Gord Longhi

5.	Update	45 minutes	WDHP Statistics Presentation	Devika Mathur
Discussion Summary (discussion took place during the Minutes review section of the Agenda):				
<ul style="list-style-type: none"> There was discussion about another proposed change to the December 2nd, 2010 Minutes by the union, specifically related to the sharing of detailed WDHP stats and the request by management to only review the document at the meeting (not to be taken away). J. Paul highlighted the need to be able to sit down and take a meaningful look at what is happening at the institutions, specifically trends and possible issues and coming up with ways of addressing potential problems. G. Longhi suggested that at least having a small sub-group meet to look at the data in depth is preferable to having this provided to the full committee without having any lead time or time afterward to review the data. Change not added. 				
Agreed to Actions/Decisions				Person(s) Responsible
(8) <u>WDHP Statistics Reporting:</u> J. Paul and another OPSEU member to work with D. Mathur and another OED staff member in developing a reporting format for the WDHP statistics that works for both parties.				Jim Paul / Devika Mathur
6.	Update	15 minutes	Meditation and Mediators	Marg Smoke
Discussion Summary:				
<ul style="list-style-type: none"> MJ. Knappett updated the committee. The selection process for the Correctional Services Division applicants is moving along, just working through some hiccups. The expansion of the Mediators Network to the Community Safety side is currently under review. M. Smoke noted that a decision was made to go ahead and post for the CSD vacancies, i.e. 6 vacancies. Wanted to post and do training for both Community Safety and Correctional Services side at the same time but will go ahead for the time being with CSD only. 34 applications were received. 2 applications were late, therefore excluded, and 2 were from home positions outside of the region. Some problems with selection process so far but working out the kinks. E. Barnes suggested having one person designated to dealing with this and recommended sending out a letter advising applicants that the screening is still in progress, hoping to complete screening by end of March. Screening tool needs to be updated. 				
Agreed to Actions/Decisions				Person(s) Responsible
(9) <u>Initiative #9 – Mediation Program (Mediator’s Network):</u> Management will send letters to all applicants advising of the status of their applications, including a letter to the 2 applicants who were disqualified due to late submissions.				Mary-Jo Knappett
7.	Update	30 minutes	Local SAROCCs: (1) Filling vacancies (2) ACA Training - update	Mary-Jo Knappett / Gord Longhi
Discussion Summary:				
(1) Filling vacancies:				
<ul style="list-style-type: none"> Teleconference to be held between MERC and Systemic Change Steering Committee Co-Chairs prior to next MERC meeting. 				
(2) ACA Training Update – Evaluation Results:				
<ul style="list-style-type: none"> R. Hewer updated the committee. It was a very successful training experience overall, as evidenced by the high participant ratings and overall positive comments. Evaluation report tabled here today. There was a 36% return rate with an average rating of 4.56 out of 5 on 14 questions. Session 4 received the highest overall rating (at 4.69) and Session 1 the lowest (at 4.10). The facilitators did a great job of integrating the curriculum into a deliverable format. Use of the cultural centre (in Toronto) and the treatment centre (in Thunder Bay) were excellent ideas as the choice of location enhanced the overall learning experience for participants and supported the teachings being offered by the facilitators. The comments mirrored the main objectives of the training. All of the comments were valuable as they showed not only the things that participants liked but also highlighted areas where there’s still work to be done. 				
Agreed to Actions/Decisions				Person(s) Responsible
(10) <u>Local SAROCCs – Communication; filling vacancies:</u>				Mary-Jo Knappett / Gord

Set up a teleconference between the MERC and SCSC Co-Chairs prior to next MERC meeting.			Longhi	
8.	Addition		Discussion of Women in Corrections (WinC) Networking	Marg Smoke
Discussion Summary:				
<ul style="list-style-type: none"> M. Smoke commented that she would like more advanced notice about upcoming WinC Steering Committee meetings. Also, feedback from the field indicates that there were caps to women attending the networking sessions. Union requesting documentation as to attendance etc at networking sessions. Need information at this table as to what's happening at the WinC table. This has been a long standing issue. G. Longhi noted that the union side is not in agreement that the networking sessions through WinC, adequately addresses the concerns of the Networking initiative under O'Brien. Meeting to take place between M. Smoke, M. Welch and D. Snoddy prior to next WinC Steering Committee meeting and before the networking sessions are underway. 				
Agreed to Actions/Decisions				Person(s) Responsible
(11) <u>Initiative #13 – Networking for Female Employees:</u>				Marg Welch / David Snoddy / Marg Smoke
(1) M. Welch, D. Snoddy and M. Smoke to meet prior to next WinC Steering Committee meeting and before the networking sessions are underway;				
(2) M. Welch to provide M. Smoke with reports (evaluations/stats).				
9.	Standing Item	5 minutes	Agenda Items and Timing of Next Meeting	Mary-Jo Knappett / Gord Longhi
Next Meeting: Thursday April 14, 2011. 25 Grosvenor St., 16 th Floor Boardroom A				
Signatures:				
				
Gord Longhi, Co-Chair - OPSEU		Mary-Jo Knappett, Co-Chair – Management		