

SAROC Steering Committee Meeting Minutes
25 Grosvenor St., 13th Floor Large Boardroom, Toronto
September 14th, 2011 9:30 a.m. – 3:00 p.m.

Co-Chairs:

Gord Longhi, PPO, Barrie P&P
 David Snoddy, A/Director, OSCB, OED

Management Members:

Jennifer Alphonso, Administrator, TIC
 Laval Binns, Manager, Etobicoke North P&P
 Andrea Calvin, A/Manager, TDI Unit, OSCB, OED
 Anne Chabot, Senior Advisor, Office of Aboriginal Issues, OED
 Christina Danylchenko, Deputy RD, IS (Western Region)
 Victoria Fichtenbaum, ERA, MGS
 David Snoddy, A/Director, OSCB, OED

OPSEU Members:

Elaine Barnes, VSO, OCI
 Mark Brewster, OPSEU - Toronto Jail
 Gord Longhi- OPSEU - Barrie P&P
 Dan Sidsworth, MERC Co-Chair

Guests:

Valerie Pollak, Team Lead, WDHP & Human Rights, CRHR Branch, OED
 Devika Mathur, Manager, WDHP & Human Rights, CRHR Branch, OED

Resource Staff:

Renée Hewer, A/Organizational Change Specialist, TDI Unit, OSCB, OED
 Ranae Thomas, A/Program Analyst, TDI Unit, OSCB, OED
 Jim Paul, OPSEU Staff
 Marg Smoke, OPSEU Staff

Regrets:

Brian Chauvin, OPSEU - Windsor Jail

Meeting Agenda				
Item	Item Type	Time	Item	Lead
1.	Update	10 min	Introductory Remarks	David Snoddy / Gord Longhi
2.	Update	15 min	Acknowledgements	David Snoddy / Gord Longhi
3.	Standing Item	45 min	SCP Work Plan (1) Update on work plan Initiatives: a. #5: WDHP Tracking Protocol & Registry – ministry response to outstanding issues b. #33: WDHP Stats – template design update c. #9: Mediation: (1) program update; (2) statistics	Workgroup Lead or Designate
4.	Standing Item	20 min	Update from Office of Aboriginal Issues	
5.	Standing Item	75 min	SCP Work Plan d. #1&2: Family Responsibilities Policy – update on ministry response e. #3: STAP – update on FY2010/11 stats f. #12: Mentoring Program – subcommittee update g. #13: Networking for Female Employees – update on WinC Fall networking sessions h. Gender Stats – 1) Need stats 2) schedule subcommittee meeting. i. ESR Sub committee -update (2a) MOA template for completed initiatives - tabled (2b) MOAs for completed initiatives – for signing	Workgroup Lead or Designate

Meeting Agenda				
6.	Review	5 min	Review of Minutes	All
7.	Discussion	10 min	Transition Issues	Gord Longhi
8.	Update	15 min	MERC Diversity Subcommittee Update on committee formation	David Snoddy / Gord Longhi
9.	Standing Item	5 min	Agenda Items and Timing of Next Meeting	David Snoddy / Gord Longhi

1.	Standing Item	Introductory Remarks	Gord Longhi / David Snoddy
		<ul style="list-style-type: none"> David welcomed everyone attending the meeting. Gord thanked everyone for their hard work. 	
2.	Update	Acknowledgements	Gord Longhi / David Snoddy
		<ul style="list-style-type: none"> The management and union co-chairs presented recognition plaques to Marg Welch for her 13 years of SCSC membership. The management and union co-chairs presented a recognition plaque to Mary-Jo Knappett for her role as co-chair on the SCSC. 	
3.	Standing Item	SCP Work Plan	Workgroup Lead or Designate
SCP Work Plan			
(1) Update on work plan Initiatives:			
<ul style="list-style-type: none"> a. #5: WDHP Tracking Protocol & Registry – ministry response to outstanding issues <ul style="list-style-type: none"> Issue regarding inclusion of internal and external investigations in the Tracking Protocol All substantiated cases will be included; Tracking Protocol document subject to internal approvals and revisions; Devika to provide a response before the next committee meeting as available. Retroactively placed cases in Tracking Protocol (OPSEU request is for 3 years retroactive) <ul style="list-style-type: none"> Concerns as to how far we should go back regarding retroactive cases. If information received before next meeting, committee will be updated/responded to Devika and David to follow up with Mary-Jo Knappett regarding the new policy to be introduced by ministry with tracking protocol implications b. #33: WDHP Stats – template design update <ul style="list-style-type: none"> Marg, Elaine and Brian received the template WDHP Activity Report for Correctional Services Division (CSD) for calendar year 2010 and January 1 – June 30, 2011 data was brought to the committee for viewing. Reports are currently undergoing the internal approvals process. Devika explained the approvals process- <ul style="list-style-type: none"> recommendation is to obtain approval for the final take away data template as recommended by the working group- MGS, HR Ontario, Legal, Employee Relations and ADM Devika committed to providing updates before the next committee meeting as available OPSEU recommendation, to have the subcommittee meet, to discuss analysis of Report. Devika to take recommendation to Samina and get back to the committee with the response. Suggestion to include worksite specific data to WDHP Grounds Report Devika consulted with the Legal Services Branch regarding concerns over worksite specific data. They share the same concerns and agree that data should be broken down in a non-specific fashion i.e. by region and not by institution Devika committed to providing updates as available c. #9: Mediation: (1) program update; (2) statistics <ul style="list-style-type: none"> Updated program documents have been reviewed by Devika and require further revisions and approval. Procurement approval received for mediation training and contracts being finalized. Mediation stats were distributed to the committee and returned to Devika without analysis. Third request for mediation stats and still awaiting request for approval. Devika to follow up on status and share template with Marg for input. 			
4.	Standing Item	Update from Office of Aboriginal Issues	Anne Chabot
		<ul style="list-style-type: none"> Anne provided update to the committee 	
5.	Standing Item	SCP Work Plan (cont'd)	Workgroup Lead or Designate
<ul style="list-style-type: none"> d. #1&2: Family Responsibilities Policy – update on ministry response 			

- Marg to meet with Legal on September 15th
 - OPSEU noted negative impact to working groups having spent 8 months on revisions to document that were not acceptable and reverted back to a previous version.
 - David to follow up on the union's request for rationale of Ministry's position on Family Responsibilities Policy
- e. #3: STAP – update on FY2010/11 stats
- Data collected from most of the institutions- 3 outstanding and have been contacted to get data in.
 - 7 of the 30 institutions have submitted problematic data- new forms have abated errors
 - Ministry committed to disperse data to the committee as soon as available
- f. #12: Mentoring Program – subcommittee update
- The draft of August 24th is completed and ready to be implemented dependant on committee approval
 - Andrea to follow up on whether revised document with agreed upon changes have been sent to subcommittee
 - Subcommittee will provide the outstanding item to Steering Committee co-chairs for direction
- g. #13: Networking for Female Employees – update on WinC Fall networking sessions
- 11 networking sessions planned for 2012
 - Northern: 4, Western: 2, Eastern: 2, Central: 3
 - Draft ADM memo in approvals process
 - Invitations in the process of being finalized
 - Marg to participate as a steering committee member; no information available at time of teleconference, concerns raised as to session curriculum- does not meet O'Brien Orders. Flora to forward information to Marg.
 - Union raised concerns on issue of caps on the number of women that can attend a session.
 - The budget has been increased this year.
 - OPSEU request for curriculum for each networking session.
 - Andrea to follow up with Marg Smoke to discuss the WinC steering committee process.
- h. Gender Stats – 1) Need stats 2) schedule subcommittee meeting
- 1. SBU will provide stats by the end of the week
 - 2. For the union side, Elaine Barnes and Marg Smoke on the gender stats analysis subcommittee. Andrea Calvin to identify Ministry staff, then follow up with Marg Smoke and set first meeting.
- i. ESR Sub committee - update
- New ESR document accepted
 - Review of content and status of items underway
 - Next meeting October 19th
 - Anne Chabot to be included in October 19th meeting

(2a) MOA template for completed initiatives – tabled

- There was agreement as to the MOA template revisions

(2b) MOAs for completed initiatives – for signing

To be included in the templates:

- GSB and OPSEU numbers
- The name of the item as it appears on the workplan and the workplan reference number
- Tab number from master binder and initiative number
- Issues with Tab 6, #15 – should be tab 6 #14/ changes were made before signing
- Gord and David signed the following 5 MOAs for completed initiatives:
 - Evaluation of 1-day training (Tab 11 WP#19)
 - Manager's Self-Monitoring Checklist (Tab 4 Initiative #2, WP#22)
 - Conflict Resolution Training (Tab 8, Initiative #5, WP#20)
 - Unclassified Contracts (Tab 6, Initiative #14, WP#18)
 - External Audit (Tab 10, Initiative #4, WP#8)

6.	Review	Review of Minutes	All
	<ul style="list-style-type: none"> • Going forward: action items of previous minutes to be addressed as part of the agenda and where possible updates are provided between meetings. • Action items from June 29th minutes <ul style="list-style-type: none"> ○ Any of items in the agreed to items/decisions that weren't addressed in today's meeting, an update will be 		

<p>provided before November meeting.</p> <ul style="list-style-type: none"> • #27: Full Participation in the Workplace; #28: Representation on Committees and Working Groups; #16: Employee Orientation and Information <ul style="list-style-type: none"> ○ Mark met with Kenton Chance and Folarin Obikoya <ul style="list-style-type: none"> ▪ Issues arising out of assigning tasks-establishing deadlines. ▪ Debate as to working according to workplan timeframes <ul style="list-style-type: none"> • Co-Chairs in agreement to press forward • Andrea to discuss expedition of process and establishing goals of initiative with Folarin • Update workplan to show lead for both OPSEU and Ministry 			
7.	Discussion	Transition Issues	Gord Longhi
<ul style="list-style-type: none"> • Suggestion to forward transition issues to Ranae Thomas in order to keep a running list of items • Local Diversity Working Groups- budget notification. <ul style="list-style-type: none"> ▪ Discussion re: budget allocation in past years ▪ Concerns: disconnect in the field between committee and LDWGs; decision to be made as to what to do with current committee members and filling vacancies; Thunder Bay Jail and Maplehurst only LDWGs active currently. Many institutions not meeting. ▪ Suggestion to continue work in the institutions in order to salvage LDWG commitment ▪ David and Gord to tele-meet – dates to be decided 			
8.	Update	MERC Diversity Subcommittee Update on committee formation	David Snoddy / Gord Longhi
<ul style="list-style-type: none"> • Ministry recommended a slate of delegates to the MERC Subcommittee • OPSEU in the process of identifying delegates through an expression of interest 			
Arising Matters			
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Agenda Item	Agreed to Actions/Decisions		Person(s) Responsible
3a. #5: WDHP Tracking Protocol & Registry	Devika and David to follow up with Mary-Jo Knappett regarding the new policy to be introduced by ministry with tracking protocol implications		Devika Mathur/ David Snoddy
3a. #5: WDHP Tracking Protocol & Registry	Devika to provide a response re: tracking protocol before the next committee meeting as available		Devika Mathur
3b. #33: WDHP Stats – template design update	Devika committed to providing WDHP Stats updates before the next committee meeting as available		Devika Mathur
3b. #33: WDHP Stats – template design update	Devika to take recommendation to Samina and get back to the committee with the response.		Devika Mathur
3c. #9: Mediation: (2) statistics	Devika to follow up on status and share template with Marg Smoke for input.		Devika Mathur
5d. #1&2: Family Responsibilities Policy – update on ministry response	David to follow up on the union’s request for rationale of Ministry’s position on Family Responsibilities Policy		David Snoddy
5e. #3: STAP – update on FY2010/11 stats	Ministry committed to disperse data to the committee as soon as stats rollup completed		Renee Hewer
5f. #12: Mentoring Program – subcommittee update	Andrea to follow up on whether revised document with agreed upon changes have been sent to subcommittee		Andrea Calvin
5f. #12: Mentoring Program – subcommittee update	Subcommittee will provide the outstanding item to Steering Committee co-chairs for direction		
5g. #13: Networking for Female Employees – update on WinC Fall networking sessions	Flora to forward information to Marg Smoke.		Flora Vineberg

5g. #13: Networking for Female Employees – update on WinC Fall networking sessions	OPSEU request for curriculum for each networking session.	Andrea Calvin
5h. Gender Stats – 1) Need stats 2) schedule subcommittee meeting	Andrea to identify Ministry staff, to set up first meeting and follow up with Marg Smoke	Andrea Calvin
5i. ESR Sub committee - update	Anne Chabot to be included in October 19 th meeting	Renee Hewer
6. Review of Minutes	Items in the agreed to items/decisions that weren't addressed in today's meeting, an update will be provided before November meeting	David Snoddy
6. Review of Minutes	Andrea to discuss expedition of process and establishing goals of initiative with Folarin	Andrea Calvin
6. Review of Minutes	Update workplan to show lead for both OPSEU and Ministry	Ranae Thomas
7. Transition Issues	Suggestion to forward transition issues to Ranae Thomas in order to keep a running list of items	All Committee members
7. Transition Issues	David and Gord to tele-meet to set up a teleconference with LDWG co-chairs – dates to be decided	Ranae Thomas

9.	Standing Item	Agenda Items and Timing of Next Meeting	Gord Longhi / David Snoddy
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- November 16th 2011

Signatures:

Gord Longhi, Co-Chair - OPSEU

David Snoddy, Co-Chair – Management