

London & Middlesex Local Immigration Partnership

Employment Sub-Council

Wednesday November 10, 2010 (5:30-7:30 pm)

Location: Kinsmen Recreation Centre, 20 Granville St, Rm 3a

Present: Anne Langille, Sammy Belcasem, Ammar Dakhil, Zuzanna Johnson, Debra Mountenay, Marzena Brygier, Lakshmi Gannavarapu and Huda Hussein.

Regrets: Saeed Mokhtarzada, Jennifer Hollis, Nancy McQuillan, Lisa Pace, Sally Bennett, Martin Withenshaw, Aileen Watt, Debbie Vickery, Gord Fansher, Nathan Ross, Shakil Popatiy
Lisa Pace

Welcome & Introductions

Anne welcomed members and thanked group for their commitment. .

Approval of Meeting Minutes

Due to lack of quorum minutes' approval was deferred

Update on Central Council

Anne briefed group of the last Central Council's meeting where the priorities across Sub-councils were reviewed. Some strategies bridge systems such as the joint committee for employment and education that will address the issue of training and labor demands. Anne also informed the group that our work is to complete the three strategies and forward them to the Central Council. She also mentioned that in our January and March 2011 meetings, we will focus on strategies for Year Two and Year Three plans.

Report updates from the three sub-committees

1. Common Assessment (Committee members—Lisa Pace, Gord Fansher, Sergio Chuy, Saeed Mokharzada and Carol Stewart from ESCLM)

Essentially, is it the group's impression that there is not enough information sharing between sectors so that newcomers are not getting access to what's out there? or, is that when newcomers arrive in the employment sector, they're not getting adequate service from us?

1. Is there an information gap between settlement and employment agencies about what services, etc. are being offered? (Do employment agencies know about settlement agencies and vice versa?) If so, what is missing?
2. Is there a service gap facing newcomers/immigrants seeking employment? (Are settlement clients not getting effective service at employment agencies?) If so, what is lacking and where does it take place in the client pathway?)

Depending whether it is one or both, we **propose** the following actions:

- a. increase information sharing between employment and settlement sector about respective services
- b. Continue to promote diversity sensitivity in Common Assessment training

c. Design an overview 1 day workshop for settlement workers, introducing them to CAP (Common Assessment Process)

2. Privacy (Committee Members- Sally Bennett, Nancy McQuillan, Nathan Ross, Anne Langille)

Minimum Standards Concerning Privacy:

All community agencies that wish to be part of an umbrella organization to receive and exchange information concerning immigrants would have to meet certain minimum standards concerning privacy and confidentiality.

These agencies would have to have:

- a Privacy Policy in place
- a Code of Conduct in place for all staff and volunteers which would be posted for staff, volunteers and clients
- a training program in place for staff and volunteers concerning privacy and code of conduct

All staff and volunteers would sign confidentiality agreements.

In Common Assessment training, privacy and confidentiality would be reviewed.

All agencies that wish to be part of the information umbrella must show their privacy policies.

ESCLM has a privacy policy and can be a leader in this. Recommend that the sub councils work with ESCLM concerning the Privacy policies.

Recommend that some overseeing body control privacy issues and that the privacy policies of members be stored there.

Consents:

The Consents must be specific. The names of specific agencies must be named in the Consent. The agencies named in the Consent should also be named and pursuant to the Common Assessment or Employment Action Plans completed. The Consents would be similar to the Employment Ontario Consents used by EO Agencies. If information beyond employment is required, the Consents must spell out specifically what information is requested (such as financial information).

If the immigrant is on OW or ODSP then specific government Consents may be required.

The Consents should have outlined that employment and education information is requested. For specific information needed from governments, specific Consents should be sent to that government agency.

General policy is that no third party information should be shared without the consent of the third party.

Audit Function:

There should be at least an annual review and annual renewal of organizations with regard to privacy. The organizational body that oversees privacy should have an audit function/review in place. An audit function would request proof be provided by the agencies to an overseeing organizational body that the privacy and confidentiality policies are in place. An independent consultant could be asked to review member organization policies.

To be renewed, the member organization must show that the organization is adhering to the policies and this audit/renewal is signed by its Board on renewal/audit documents. As well, the ED of the member organization must also show that the organization is adhering to the Privacy policy and would sign off on any audit/renewal documents.

3. Collaboration with Education Sub-Council (Committee Members—Lakshmi Gannavarapu, Martin Withenshaw/Deb Mountenay, Anne Langille)

Agreement to find a better method of collaboration between the two sub-councils has been reached in principle. We are currently waiting on the formation of a Education sub-committee to be established to meet with Employment. A first meeting will be booked prior to the holiday break.

Wrap up and next meetings

Next Meeting:

Wednesday, January 19, 201 (10-12 a.m).

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