

MEMORANDUM

OPSEU



SEFPO

Syndicat des Employé-e-s  
de la Fonction Publique  
de l'Ontario

**TO:** All Presidents and Stewards with members in Management Board Secretariat

**FROM:** Terry Baxter, OPS Supervisor/Negotiator

**DATE:** May 11, 2004

**SUBJECT:** **Management Board Secretariat  
ERC Minutes – March 2, 2004 and April 13, 2004**

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Attached, for your information, are the minutes of the above captioned meeting.

Please post or otherwise make them available to the members in your workplaces.

Also attached is a MERC referral form which should be used when referring unresolved local issues to the ministry level. The referral should be sent care of the Job Security Unit with all the supporting documentation, (e.g. minutes, correspondence, etc.), with any referrals.

**PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.**

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Leah Casselman  
President

/cf

att.

cc: MERC Chairs  
Ministry ERC

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Terry Baxter  
OPS Supervisor/Negotiator

**MANAGEMENT BOARD SECRETARIAT  
MINISTRY EMPLOYEE RELATIONS COMMITTEE**

TUESDAY, MARCH 2, 2004, TELECONFERENCE

<b>PRESENT:</b>	<b>Management</b>	<b>Union (OPSEU)</b>
	Chris McAlpine Michael Villeneuve (Resource)	James Cushing – Co-chair Gary Patterson Cheryl Rhodes
<b>SUPPORT:</b>	Rakhi Sunak	Sandra Harper

ITEM	DISCUSSION
<b>1.0 Acceptance of Minutes</b>	December 2, 2003 minutes accepted.
<b>1.1 Standing Items</b>	
<b>a. Active Surplus</b>	Report will be provided to OPSEU at the Corporate level.
<b>b. VEO</b>	Currently no MBS staff on the VEO listing.
<b>c. Vacancy Reports</b>	Refer to December 2, 2003 minutes.
<b>d. Ontario Works</b>	List provided
<b>e. Employee Moves</b>	Listed in notifications.
<b>f. Notifications</b>	<ul style="list-style-type: none"> <li>• January 14, 2004 – MBS Employee Survey</li> <li>• January 16, 2004 – FSDB Relocation, Less than 40km</li> <li>• January 26, 2004 – Injury, Illness and Employment Accommodation</li> <li>• February 27, 2004 – Relocation of OPSEU Employee</li> <li>• March 1, 2004 – Relocation and Change in Reporting Relationship</li> </ul>

<p><b>2.2 MBS Business Arising</b></p> <p><b>a. LERCs</b></p>	<p>Local 579 LERC (790 Bay, 77 Grenville, 25 Grosvenor) – Management has met with the OPSEU Co-chair to schedule the first meeting.</p> <p>SSB 700 University and 56 Wellesley LERC – The first joint LERC meeting has already taken place.</p> <p>Downsview LERC – Representatives have been identified. The first meeting will be scheduled.</p> <p>No new developments</p>	
<p><b>b. SSB Consolidation</b></p>		<p>Completed. Sent to OPSEU March 3, 2004.</p>
<p><b>1.3 New Business</b></p> <p><b>a. OPS Ideas Campaign</b></p>	<p>The campaign closed January 31, 2004. Through evaluation teams each idea is being evaluated. The Employer plans to report back on which ideas are being implemented.</p>	
<p><b>b. Interim Directive on Disclosure</b></p>	<p>Management Board of Cabinet has approved an interim directive on disclosure to bargaining agents, effective immediately. The Directive sets out the process of confidential disclosure to bargaining agents regarding business decisions that materially affect the working terms and conditions of employees represented by bargaining agents. The Employer offered to provide OPSEU with a copy of the Interim Directive.</p>	
<p><b>c. MBS Delegations of Authority</b></p>	<p>The MBS Delegations of Authority document has been updated. The HR Delegations of Authority Responsibilities Guide can be found on the HRSB website.</p>	
<p><b>d. LERC Training</b></p>	<p>The Employer provided OPSEU with a proposal for LERC training. OPSEU to review and provide comments.</p>	<p>OPSEU to follow up.</p>
<p><b>1.4 Next Meeting</b></p>	<p>Next meeting scheduled for April 6, 2004.</p>	

Union Co-Chair

Management Co-Chair

**MANAGEMENT BOARD SECRETARIAT**  
**MINISTRY EMPLOYEE RELATIONS COMMITTEE**  
 TUESDAY, APRIL 13, 2004, 31 WELLESLEY STREET EAST, BOARDROOM C

**PRESENT:**  
**Management**  
 Paul Thomas – Co-chair  
 Chris McAlpine  
 Michael Villeneuve (Resource)

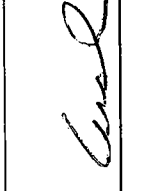
**Union (OPSEU)**  
 James Cushing  
 Gary Patterson  
 Cheryl Rhodes


**SUPPORT:**  
 Rakhi Sunak

Sandra Harper

ITEM	DISCUSSION	ACTION
<b>1.0 Acceptance of Minutes</b>	March 2, 2004 Minutes Reviewed	
<b>1.1 Standing Items</b>		
<b>a. Active Surplus</b>	Both parties have agreed to take this off the agenda in the future as OPSEU will now receive the report Corporately.	
<b>b. VEO</b>	Currently no MBS staff on the VEO listing.	
<b>c. Vacancy Reports</b>	Management provided OPSEU with a one-time report generated from WIN and outlined the reasons for why it is not used for Ministry vacancy management. Union requested receipt of report on a regular basis. Management to follow up with OPSEU regarding vacancy management in the Ministry.	Management to follow up.
<b>d. Ontario Works</b>	List provided	
<b>e. Employee Moves</b>	Listed in notifications.	
<b>f. Notifications</b>	<ul style="list-style-type: none"> <li>• March 3, 2004 – Interim Directive on Disclosure</li> <li>• March 10, 2004 – Unit and Reporting Relationship Changes for SPB Staff</li> <li>• April 6, 2004 – Human Resources Division</li> </ul>	

<p><b>2.2 MBS Business Arising</b></p> <p><b>a. LERCs</b></p>	<p>OPSEU provided management with additional suggestions to the LERC training proposal provided by management. Management to review the suggestions and follow up.</p> <p>Both parties agreed to use the 700 University/56 Wellesley LERC as a pilot group for the training.</p> <p>No update.</p>	<p>Management to follow up.</p>
<p><b>b. SSB Consolidation</b></p>	<p>OPSEU outlined questions and concerns they had regarding the recent realignment at the Strategic Procurement Branch, SSB. Management noted their comments. A representative from the SPB will be present at the next meeting to respond to their questions.</p> <p>Management explained that the majority of new hires for IFIS Wave 4 will be commencing on April 19, 2004. OPSEU raised concerns about the hiring of agency staff. The Ministry is currently reviewing its staffing requirements due to the uncertainty regarding workload. OPSEU raised some questions regarding previous SSB staff servicing the MOHLTC in Kingston.</p> <p>Management introduced the new Learning Wizard, a competency tool that launched to all OPS employees on March 31, 2004. The tool assists employees in doing a self-assessment of their competencies and in turn supports them in writing their learning plans.</p>	<p>Management to follow up.</p> <p>Management to follow up.</p>
<p><b>1.4 Next Meeting</b></p>	<p>Next meeting scheduled for May 4, 2004.</p>	

  
 Union Co-Chair

  
 Management Co-Chair