

MEMORANDUM

OPSEU



SEFPO

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

TO: All Presidents with members in the Ministry of Children and Youth Services
All Stewards in the Ministry of Children and Youth Services

FROM: Terry Baxter, OPS Supervisor/Negotiator

DATE: December 5, 2006

SUBJECT: **Ministry of Children and Youth Services
ERC Minutes – September 6, 2006**

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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President

/jm
att.

cc: MERC Chairs
Ministry ERC

Terry Baxter
OPS Supervisor/Negotiator

**MINISTRY OF CHILDREN AND YOUTH SERVICES
MINISTRY EMPLOYEE RELATIONS COMMITTEE (MERC)**

September 6, 2006

800 Bay Street, 6th Floor Willow Boardroom

For Management:

JoAnn Miller-Reid (Co-Chair) *
Kim Gallow
Anne Stark
Wes Bell

For OPSEU

Jack Hopkins (Co-Chair)
Glenna Caldwell
Stephen George

Regrets: Jennifer Boyer

Waltraud Knott

Guest: John Wilson

* Chair of the Meeting

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
Additional Agenda Items	<ol style="list-style-type: none"> 1. Unclassified and Classified Lists 2. Survey Results 3. Professional I.D. 4. Ontario Public Service (OPS) Idea's Campaign 5. Corporate Job Evaluation Process 6. Training for MERC & LERC 7. Staffing – Brampton Youth Centre & Sault Ste. Marie Youth Centre 	

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
<p>Review of July 2006 Minutes</p>	<p>The Union asked for changes to the format and content of the minutes. A suggested minutes template was submitted by the Union to the MERC table. The Union and Management agreed to use the new minutes template from this meeting forward.</p> <p>For the minutes, the Union issued a reminder to include both Management and Union statements in the minutes for each item.</p> <p>The Union requested that Health and Safety (H&S) Report be added as a standing item for each MERC meeting.</p>	<p>Administrative Support to begin using the new template from September 6th forward.</p> <p>The Union to send an electronic copy of the minutes template to the Administrative Support.</p> <p>Administrative Support to add H&S to the MERC agenda as a Standing Item.</p>
<p><u>STANDING ITEMS:</u></p>		
<p>MCYS Transformation Update</p> <p>Staffing – Brampton Youth Centre & Sault Ste. Marie Youth Centre</p>	<p>Management stated that a Request for Proposal (RFP) for Brampton Youth Centre has gone out.</p> <p>Staffing model has not been approved to date.</p> <p>The Union asked that once the staffing model is completed there be a discussion at the MERC table on this model.</p> <p>Management stated that feedback from staff is that programming for short-term offenders and youth involved in gang activity programming is needed. Effective programming framework for these items targeted for fall.</p>	<p>Management to provide update on Effective Programming Project at November MERC meeting.</p>

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<p>Developmental Services - John Wilson (Guest Speaker)</p>	<p>The Union asked who will be the lead on this initiative. Management stated that this has not been decided yet but will share this information with the Union once it has been decided.</p> <p>Guest speaker John Wilson provided a historical background of the topic and where things stand today as well as a copy of the signed agreement. To date there have been 177 placements. The Union asked if there was a program for Developmental Services Workers to be trained to become youth officers.</p> <p>John Wilson stated that there was no specific training for this.</p> <p>The Union asked if there was a formula used to ask for training funding.</p> <p>John Wilson stated that there is not currently a formula in place however work is being done to provide a process to access the training fund efficiently.</p>	
<p>Human Resources (HR) Transformation</p>	<p>Management was unable to attend the meeting therefore no update on HR Transformation was available.</p>	
<p>Probation Safety & Security Working Group</p>	<p>Update from the Probation Safety & Security Working Group was provided. Draft principles proposed to MERC.</p> <p>The Union and Management examined the Probation Safety and Security Principles. The Union suggested some edits, which were agreed upon by Management.</p>	<p>Management to forward the Principles to staff relations for their information.</p>

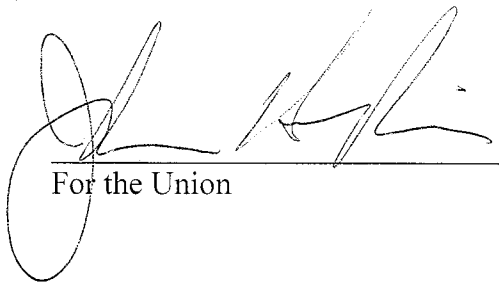
AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
	<p>The Union stated that there were 220 responses to the survey, which was excellent representation from the Regions. Offices that did not complete the survey are being provided with another opportunity to provide input. Trends/patterns of responses will be examined.</p>	
<p>Training and Development Committee Update</p>	<p>Management followed up with staff relations regarding the Terms of Reference (ToR) and provided a new draft ToR for a Training and Development Committee for staff in the Correctional bargaining unit. The Union asked why this Memorandum of Understanding (MOU) does not include the entire Ministry.</p> <p>Management replied that other bargaining groups are covered under the Central Training and Development Committee.</p> <p>Management stated that the Training and Development Committee was negotiated in the last collective agreement specifically for the Correctional bargaining unit employees.</p> <p>The Union recognized that this was negotiated in the last</p>	<p>Management's position is designed to respond to what was negotiated.</p>

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
	<p>collective agreement but believes it makes good business sense to represent all employees on this Committee.</p> <p>Management replied that being all-inclusive could be a step back from the complex systems and programs already in place to meet staff training and development needs, which exist in some other parts of MCYS.</p> <p>The Union stated that the major stumbling block for training and development has been a lack of funding.</p> <p>The Union would like Management to examine article #5 of Training and Development Terms of Reference with regards to Travel Expenses.</p> <p>The Union asked how often this group would meet. Management suggested three times a year due to the amount of preparation work to be completed.</p> <p>The Union reiterated their position that the Committee meet every 3 or 4 months, or as necessary.</p>	<p>The Union stated that they would examine Managements position</p> <p>Management to follow up on article #5 in Training and Development document.</p>
<u>NEW BUSINESS:</u>		
Update on Pandemic Planning	<p>Management provided an update on Pandemic Planning, which is part of Continuity of Operations Planning (COOP). Across the OPS, the deadline for COOP is the end of September/mid October. Templates have gone out across Youth Justice to set up local committees including links to Public Health</p>	

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	<p>Department to ensure local expertise.</p> <p>The Union suggested that the report on COOP go to the H&S Committee due to the availability of an expert on that committee.</p>	<p>COOP report to go on the H&S Committee agenda.</p>
Workplace Safety & Insurance Board (WSIB)	<p>The Union handed out to the MERC Committee an example from another ministry of a corporate roll up of quarterly WSIB statistics.</p> <p>Management to provide an update at the next H&S Committee meeting to review how this roll up of stats can happen.</p>	<p>Management to investigate doing a roll up and return to MERC with more information.</p> <p>This topic to be moved to the H&S Committee agenda.</p>
New Job Spec Article 1.4	<p>A reminder from the Union that when new OPSEU and AMAPCEO jobs are created, Management is to provide MERC with a job spec.</p>	<p>Management to confirm with HR what is included in the disclosure process i.e. new and/or updated jobs for OPSEU, AMAPCEO & MCP and required timelines.</p> <p>List to be provided at each MERC meeting.</p>
<u>ADDITIONAL ITEMS:</u>		
Unclassified/On Call Staff List	<p>Unclassified and On Call Staff list handed out to the MERC Committee for review.</p>	<p>Management to confirm and report back the date of when the Unclassified/On Call Staff list data was collected.</p>

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
MCYS Survey Results	Survey results distributed to the MERC Committee for review.	Union to bring item forward.
Professional I.D.	Item to be discussed at the H&S table.	Item to be added to the H&S agenda.
OPS Idea's Campaign	<p>The Union would like to know what is happening with the OPS Ideas Campaign i.e. where do the suggestions go, what types of ideas have been brought forward so far and what idea's have been implemented.</p> <p>The Union requested results of the Idea's Campaign and a sample of the questions.</p> <p>Management replied that ideas are first sent to the persons responsible for the Ideas Campaign. From there, the ideas are forwarded to the appropriate person managing the area where the idea would best fit. Additionally, each Regional Office was asked to have one representative keep all ideas submitted and to develop a response for the person who suggested it.</p>	Management to follow up.
Corporate Job Evaluation Process	<p>The Union asked how employees were chosen for the focus groups and whether MCYS employees were selected to participate.</p> <p>Management replied that individuals have already been selected, however, a response would be brought back to the next MERC.</p>	Management to follow up with HR as to the roll out plan.

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
Training for MERC and LERC	<p>The Union stated that the Union Co-Chair would be attending the ERC training being provided by the Ministry of Community and Social Services (MCSS) as an opportunity to view an example of ERC training.</p> <p>The Union stated that there is an individual who could come to a MERC meeting to view the interaction of members of MERC. The individual then reviews the interactions of the committee members and makes suggestions on improvement, including a day of training.</p>	<p>Report from Chairs to MERC</p> <p>The Union will forward the contact information of this individual to Management.</p>
Next Meeting Date	November 21 st	



For the Union

J. Miller Reed, Nov 21/06
 For the Employer