

**MINISTRY of CHILDREN & YOUTH SERVICES  
YOUTH JUSTICE SERVICES – NORTHERN REGION  
REGIONAL EMPLOYEE RELATIONS COMMITTEE (RERC)**

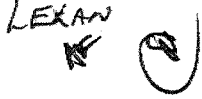
February 9, 2011  
Sudbury - Holiday Inn

Management: Randy Sandvick (Chair)  
Zoltan Kovacs  
Lynn Holder  
Mike Raiche

OPSEU: Andrew Ferrier (co-chair)  
Lizanne Leclair  
Chuck Gaviller  
Kim Krolyk

AGENDA ITEM	DISCUSSION	ACTION REQUIRED	TIME FRAME FOR ACTION
Welcome to new and returning members			
Approval of last minutes March 9, 2010	No revisions	approved	
<b>Business Arising</b>			
Clothing	Clothing allowance	E-mail sent to all staff regarding clothing allowance	resolved
Thunder Bay Office	Health and safety matter: hallways Client Service Reps from ODSP interviewing clients in shared hallways exposing YJS client to overhearing conversations Outdoor Rocks	Thunder Bay office is on the list to be relocated to a more suitable area. ODSP have made appropriate changes to positioning of staff Ministry of Labour made decision that the rocks are not a health and safety issue. No action required	
Administrative coverage	Concern for one Northern YJS office	No longer an issue	Resolved
ERC Terms of Reference	To be perused and updated		Committee will review the ERC guidelines at next meeting
Financial Constraints	Question in reference to subject	No communication at this point. Ministry Strives to do business in the most cost effective manner.	No further communication Put over to next meeting.

CSO	Some offices have enquired about taking CSO clients as opposed to using contracted agencies.		Item is removed.
Travel Time	Direction sent out via Regional Office and forwarded to all staff.	OPSEU to canvass staff.	Resolved Travel Time Policy was e-mailed to staff.
OPS survey	Importance of participating in non-mandatory surveys was discussed. This is an opportunity to bring forward issues in the field. Looking to request more notice with regards to completing surveys. Not enough space provided to enter comments.	Encourage staff to complete surveys in order to have concerns addressed and successes noted. Management is committed to reviewing and meeting priorities as outlined by the survey results. New survey expected in Feb 2011.	Feb 28, 2011 role out
<b>New Business:</b>			
COOP	Discussed privacy concerns with regards to staff personal information. Seeking clarification of where it is stored and if it is required.	The staff's personal information is stored in the Manager's Office. Managers are responsible for the telephone tree. Should a staff wish to be not included on the emergency list they become responsible to contact their manager in the event of a crisis.	Resolved
ASMPP	OPSEU and MERC are gathering statistics with regards to levels in the province	Committee will contact other ERC committees in order to determine if they are keeping track of numbers and levels in their areas.	Next meeting
Regional Training	OPSEU raised issues including days when training is held and unnecessary travel. Start times on Monday mornings and end times on Friday afternoons affect participation levels in courses where travel is required. Request for training to be available in Timmins area. Travel, especially during the winter months for eleven Timmins area staff vs. one trainer needs to be considered by the Ministry.	These issues have been raised by Management to the Operation effectiveness Branch responsible for training opportunities.	Review next meeting.
Self-Defence Training	Looking for a refresher of the Personal safety Training held in 2008. Have hand- outs provided to staff who have not benefited from	Compile a list of staff that missed the opportunity to attend the Personal Safety Training.	Next Meeting

	<p>this training. OPSEU views that self-defence refreshers need to be established at regular intervals. This issue is very important to the Northern Region where travelling is a norm. Many Probation Officers are also required to stay overnight in remote communities.</p>	<p>Encourage Health and Safety Committees or Reps to request training. Include issue in OPS survey due to role out on Feb 28, 2011.</p>	
Local resources	<p>Discussed utilising staff with expertise in certain areas to train other staff. This would reduce spending and would provide recognition to staff members. It is important to draw on other's experience.</p>	<p>Timmins Office has utilised the expertise of a staff member in the area of FAS training presentation was held in staff meeting and power point presentation was circulated.</p>	So noted
Office Relocation update (northern region)	<p>Thunder Bay and Timmins are the priorities for moves. Elliot Lake and Sioux Lookout offices will be renovated.</p>		Next meeting for updates.
Update Single Case Management	<p>Review is completed.</p>	<p>Findings will be sent to all Probation Officers by the end of March 2011. Regional and Corporate offices will be making a joint effort to plan a strategy to address issues.</p>	Next meeting for update.
Update embedded wire in Northern probation Offices re: ministry plan	<p>Discussed the Georgian Glass in the probation offices. Numbers were collected as to the amounts remaining.</p>	<p>Facilities will have their glass replaced as they are a priority as well as any broken Georgian Glass will be replaced with <del>Lexicon</del> Lexicon Glass.</p>	Next Meeting for Update.
OPSEU & Management Renew commitment to ERC	<p>Set dates for the next 2 meetings and have alternates if members cannot attend selected dates.</p>	<p>LEXAN  </p>	Resolved
Ministry Policy on Transporting Young Persons	<p>New form to complete when transporting youth. Some offices are utilizing the form more than others.</p>	<p>All staff to complete required documentation and submit same to management.</p>	<p>Policy was distributed to all staff.  Resolved</p>
Vacancies	<p>Sudbury Probation has a vacancy which has not been posted to date. Northwest staff expressed concern that an acting management position was temporarily filled in Kenora by management from the Ministry of Community Safety and Correctional</p>	<p>Will keep committee updated on the Sudbury Vacancy.  Management has variety of options to fill vacancies.</p>	Next Meeting for update.

	<p>Services. No opportunity was afforded to MCYS staff to express interest in the position. A support Staff position in Kenora is in the competition stage.</p> <p>Sioux Lookout support staff position is posted. There are some sick leaves in the region; local managers are responsible for submitting for coverage depending on length of leave. Should a sick leave exceed 6 months it will be filled. RPT position between Manitoulin and Elliot Lake is currently in Elliot Lake and is filled.</p>	<p>Staff can speak directly to manager regarding specific acting positions.</p>	
Workload	<p>Parry Sound is currently high, but management has addressed the numbers through support from the North Bay office. Some areas are reportedly high, others average and some below average.</p>	<p>Staff will raise workload issues with their managers. Managers will continue to address workload issues in their areas.</p>	<p>Next meeting for update</p>
Recognition Committee Report			<p>Deferred to next meeting</p>

Meeting adjourned at 15:15

Next meeting dates: same location, Thursday, May 12<sup>th</sup>, and Thursday September 15<sup>th</sup>, 2011 at 13:00

OPSEU

CO-CHAIR

Andrew Ferrie-



May 19, 2011

MANAGEMENT

CO-CHAIR

SHAWN WATSON



MAY 19, 2011