

MEMORANDUM

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

FROM: Brian Gould, OPS Supervisor/Negotiator

DATE: 20 July 2007

SUBJECT: **Ministry of Children and Youth Services
ERC Minutes – July 19, 2007**

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

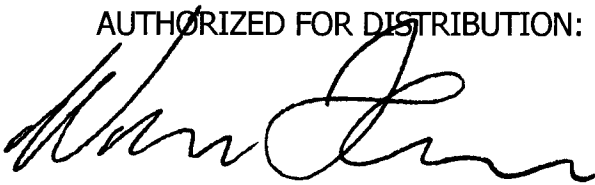
Please post or otherwise make them available to the members in your workplaces.

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.

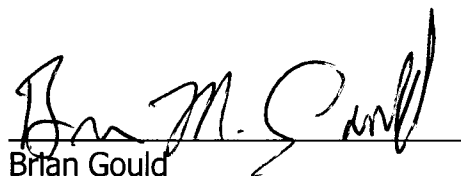
PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,



Warren (Smokey) Thomas
President



Brian Gould
OPS Supervisor/Negotiator

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att.

cc: MERC Chairs
Ministry ERC

**MINISTRY OF CHILDREN AND YOUTH SERVICES
 MINISTRY EMPLOYEE RELATIONS COMMITTEE (MERC)
 July 19, 2007
 Bluewater Youth Centre, Goderich**

For Management:
 JoAnn Miller-Reid (Co-Chair)*
 Kim Gallow
 Brenda LeMoine
 Jennifer Boyer

For OPSEU
 Jack Hopkins (Co-Chair)
 Glenna Caldwell
 Waltraud Knott
 Stephen George

Guest: Bill Bell

* Chair of the Meeting

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED	TIMEFRAME FOR ACTION
<u>STANDING ITEMS:</u>			
Review and sign-off of previous MCYS MERC minutes	May 2007 minutes finalized and signed off. November 2006 minutes being drafted.	Mgmt to recreate November 2006 MERC minutes.	
MCYS Transformation Updates	Mgmt confirmed they would be continuing the practise of presentations at MERC to provide updates on initiatives.		
a) Child Welfare b) Children's Mental Health c) Youth Justice	Presentation to occur on Bill 210. No update. Announcement of \$28.4M Capital Infrastructure Project – sites identified: Thunder Bay CC Youth		October 2007 MERC Meeting

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	<p>Unit capacity will be replaced by new directly-operated youth centre in Thunder Bay on adjacent property; Kenora Jail Youth Unit capacity will be moved to Fort Frances in a newly built Aboriginal Youth Centre run by an aboriginal service provider; and Ottawa-Carleton Detention Centre (OCDC) Youth Unit capacity will be moved to a new expansion of the transfer payment provider, William E. Hay Youth Centre in Ottawa.</p> <p>Target date for completion of project coincides with expiration of Child and Family Services Act (CFSA) exemption on April 1, 2009, as MCSCS facilities are not CFSA compliant nor can they be brought into compliance by date.</p> <p>Mgmt advised that a Request for Expression of Interest for an Aboriginal Service Provider for the new Fort Frances youth centre has gone out. OPSEU asked why the Ontario Public Service (OPS) is not providing the service in partnership with an Aboriginal Service Provider.</p> <p>Regarding Ottawa, OPSEU strenuously objected to the OCDC Youth Unit work going to a transfer payment agency and requested a meeting in September with the Assistant Deputy Minister of YJSD.</p>	<p>Mgmt Co-Chair will forward request and provide response back to OPSEU.</p>	<p>By end of August 2007.</p>
Human Resources Transformation	No status update.		
Probation Safety & Security Working	Divisional Management Committee (DMC) of YJSD approved draft policy. Joint memo from Probation	Template and checklist to be jointly developed for individual office plans by	By October 2007 MERC Meeting

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED	TIMEFRAME FOR ACTION
Group	Safety & Security Working Group went out to distribute policy throughout YJSD.	Probation Safety & Security Working Group.	
YJSD Training and Development Committee	<p>Mgmt members for the committee will be John Scarfo (Co-Chair), Tamara Stone and Paul Beaton.</p> <p>OPSEU requested whether consideration of the Interest-based problem solving roll out will be part of this committee's discussion.</p>	<p>Co-Chairs to discuss and arrange when first meeting of this committee will be scheduled. Both sides to look at their availability dates.</p> <p>Further discussion at MERC in October 2007.</p>	ASAP
Unclassified Lists and True Conversions within MCYS	<p>Mgmt sent regular reports via email to all OPSEU MERC members prior to meeting.</p> <p>OPSEU asked what Ministry's plan is to reduce the number of unclassified staff as per the collective agreement commitment and moving towards a more permanent work class.</p> <p>Mgmt responded that there has been 31 roll over conversions in YJSD, as well as compliance across the ministry with respect to Article 31A.15 (True conversions). Due to operational implication of 24/7 facilities, there will continue to be the requirement for unclassified staff.</p> <p>OPSEU was not satisfied with the response Mgmt provided.</p>	Mgmt to seek status clarification of some employees on listing.	ASAP
Health & Safety Divisional Review System for YJSD	Joint Memorandum of Agreement (MOA) re: Community Escorts has been signed off. With respect to Hospital Duty, recommendations have been developed and will be brought forward to the committee at the September 2007 meeting for discussion.		

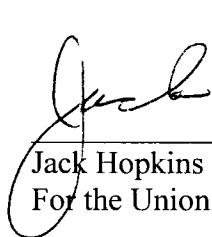
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	<p>Crisis Resolution Teams (previously known as ICET) - OPESU appointed member to sit on committee looking into this in order to have direct input.</p> <p>Search Protocols within Youth Centres – work has begun on this area.</p> <p>Developing new system for tracking injuries at youth centres, looking at expanding tracking system developed by WSIB.</p> <p>Certification for H&S committee members-first phase completed by June 2007. Second phase modules agreed to for Youth Centres and Probation Offices – second phase of training targeted to commence in September 2007.</p> <p>OPSEU requested that consideration be given to including CPRI and Thistle town as part of this H&S Review System.</p>	<p>Mgmt will share Terms of Reference with senior mgmt of CPRI and Thistle town. OPSEU will discuss with their local Health & Safety Co-Chairs at these sites, as well as add this as an agenda item on the next Health & Safety Divisional Review System. Mgmt will also have dialogue with local Health & Safety Committees.</p>	<p>ASAP</p>
<p>Anti-Discrimination and Systemic Change Committee for YJSD</p>	<p>First meeting held on July 17, 2007 – Meet and Greet. Terms of Reference are still in draft, but should be signed off within the next few weeks. At meeting, dates were set for the remainder of 2007.</p> <p>Anti-Discrimination Training for the committee has</p>		

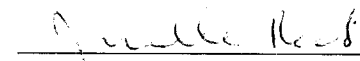
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	<p>almost been finalized. OPSEU suggested that MERC Co-Chairs also participate in this training. Training will involve team building, discrimination concepts, and language. Training for committee tentatively scheduled for October 2007.</p> <p>Copy of minutes will be sent to MERC Co-Chairs.</p> <p>OPSEU requested that a discussion take place regarding offset for member of committee.</p>	<p>Mgmt to speak to the OPSEU member's manager.</p>	<p>By end of August 2007.</p>
Health & Productivity	<p>Consultant Report shared of survey and interviews done. Pilot start date probably will be pushed to the new calendar year to ensure work is done properly.</p>	<p>Status update to be provided at next MERC meeting in October 2007.</p>	<p>At October 2007 MERC meeting.</p>
<u>BRING FORWARD:</u>			
Donald Doucet Youth Centre (DDYC) and Roy McMurtry Youth Centre (RMYC)	<p>Mgmt provided staffing model disclosure of Donald Doucet Youth Centre in Sault Ste. Marie.</p> <p>Human Resources will provide new job specifications as per disclosure requirement under Article 1.4 to the OPSEU MERC Co-Chair.</p> <p>Roy McMurtry Youth Centre Staffing model will be disclosed at later date.</p>	<p>Mgmt to provide disclosure of staffing model to OPSEU President.</p> <p>Human Resources to disclose new job specifications of DDYC to OPSEU MERC Co-Chair.</p>	<p>ASAP</p> <p>ASAP</p>
MCYS ERC Travel Expenses, specifically YJSD RERCs	<p>Mgmt noted that no obligation, but proposing that Mgmt provide expense coverage for two out of four meetings per year. If issues for OPSEU to cover cost of other meetings, Mgmt willing to arrange the most cost effective means to have meeting (i.e. teleconferencing or video conferencing).</p> <p>OPSEU raised issue of travel costs in Northern Region YJSD and the fact that dealing with different</p>	<p>OPSEU will get back to Mgmt regarding their proposal after they have spoken to OPSEU RERC Co-Chairs.</p> <p>Mgmt will put out formal communication to four YJSD RERCs, including reminder that electronic copy of final RERC minutes to be sent from RERC Co-chairs to their respective MERC Co-Chair.</p>	<p>ASAP</p> <p>Mgmt will hold off on communication until hearing from OPSEU.</p>

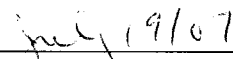
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	<p>OPSEU Locals across the province to go to recoup funds.</p> <p>Mgmt confirmed that fleet cars can be used by OPSEU RERC members to travel to all meetings.</p>	<p>Mgmt will distribute minutes' template to each RERC for use.</p>	
<p>Cross-Ministry MERC Agreements</p>	<p>OPSEU would like a joint meeting scheduled to discuss the benefits of these agreements, and discuss the use of them in the current setting. OPSEU also suggested that if discussions cannot take place in a timely manner that the agreements be extended in order for discussions to take place.</p> <p>Mgmt flagged that as these are cross-ministry MERC agreements, there will be a requirement for consultation with Ministry of Community Safety and Correctional Services and Ministry of Government Services.</p> <p>Mgmt committed to providing an update at the next MERC meeting.</p>	<p>Discussions will continue between mgmt and OPSEU.</p>	<p>At October 2007 MERC meeting</p>
<p>CPRI Safety Boot Issue</p>	<p>Mgmt noted that there is a disparity between safety boot reimbursement policies applied at CPRI & Thistletown, then within YJSD. Review being undertaken to look at this.</p>	<p>Bring forward this item to next MERC meeting for status update on review.</p>	
<p>OPS Survey</p>	<p>Mgmt wanted to ensure OPSEU was aware that the 2007 OPS Survey Results are available via MyOPS.</p>	<p>Mgmt to provide info via email for MERC members who cannot access it via MyOPS.</p>	
<p>Roll Over Conversions in Youth Centres, YJSD</p>	<p>OPSEU requested that the sub-committee meet again to start discussing the next round of roll over conversions in youth centres.</p>	<p>Mgmt to provide updated overage summary to OPSEU.</p> <p>Mgmt to provide analysis on overage absorption rate, as well as retirement projection for key occupational groups.</p>	<p>Before September 2007 Meeting</p> <p>Before September 2007 Meeting</p>

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED	TIMEFRAME FOR ACTION
		Teleconference/meeting of sub-committee members to be rescheduled that was initially set up for June 8, 2007.	Tentative date will be either September 26 or 27, 2007
Detention Placement	Mgmt previously handed out a one-page summary of the legislative mandate regarding detention.	MERC Co-chairs will discuss prior to next MERC meeting and provide update at the October 2007 MERC meeting.	
SIN# use at Thistletown Regional Centre (TRC)	<p>Mgmt stated that SIN #s are personal information; they are required for reporting earnings. The most current version of the form (last updated April 2007) takes into consideration the introduction of the federal legislation restricting SIN # usage. The legal authority to do so is printed on the bottom of the form. The Employer is further bound by other federal legislation. For example, the Employment Insurance Act requires that all insurable earnings be recorded along with the SIN # for the employee receiving those earnings/payment. Similarly, Canada Revenue Agency requires all earning to be attached to a SIN # for tax purposes. Including a SIN # is a requirement to get paid. This has been confirmed with Ontario Shared Services, as well as with MGS' Coordinator of Information Security & Privacy. A form for processing must be complete. If the SIN # is missing, except where the time is banked, then the form is incomplete and cannot be processed.</p> <p>Mgmt also went through new TRC protocol titled "Attendance Approval Process for Positive Pay Employees – Unclassified On Call/Supply" that came into effective April 5, 2007. This protocol was shared with affected employees.</p>	<p>Mgmt to provide OPSEU MERC Members with a copy of the Thistletown protocol titled "Attendance Approval Process for Positive Pay Employees – Unclassified On Call/Supply".</p> <p>Item can then be removed from agenda.</p>	
NEW BUSINESS:			

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED	TIMEFRAME FOR ACTION
MERC Best Practises from ERC Training	Parties agreed at ERC Training in May 2007 to document best practises.	Mgmt to draft best practises document.	By October 2007 MERC meeting
Joint MERC Effectiveness Survey	Mgmt handed out hard copy of joint survey to all MERC members from the Employee Relations Division, MGS.	Each MERC member responsible for completing survey and submitting it by deadline date noted on survey.	Response due by 5pm on July 31, 2007
CSDs for Rollovers Update in YJSD	Mgmt shared that Human Resources and OPSEU reviewed CSD disputes received. Will be able to confirm almost all of these employees' CSD in the near future, with the exception of some disputes that need further review.		
Next Meeting Date	October 12, 2007 at Thistleton Regional Centre in Etobicoke		


 Jack Hopkins
 For the Union


 JoAnn Miller-Reid
 For the Employer


 Date Minutes signed off by Co-Chairs