

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: February 22, 2006

SUBJECT: **Ministry of Children and Youth Services
ERC Minutes – November 15, 2005**

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:

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Ministry of Children and Youth Services - MERC Minutes

Meeting Date: November 15th, 2005
Meeting Location: 31 Wellesley Street East

Present:	OPSEU	MCYS
	Jack Hopkins(Co-chair)*	JoAnn Miller-Reid (Co-chair)
	Waltraud Knott	Anne Stark
	Glenna Caldwell	Wes Bell
	Stephen George	Nicholas Sapp

**Chair for this meeting*

1. Review of Prior Minutes

Previous minutes reviewed and accepted.

2. Format of Minutes

OPSEU suggested that changes to the format of the minutes would be appropriate. The content should be simplified, and greater care should be taken to ensure it was clear what topics were discussed, which party said what, and how issues were resolved.

MCYS agreed to prepare minutes in a more succinct manner.

3. Secure Custody Transformation Update

MCYS provided an update of the Secure Custody Transformation Project.

MCYS indicated that a Physical Restraints conference was recently held. The Conference was seen as a positive and helpful event, and included **MCYS** employees and Child Mental Health experts. A briefing is being prepared for the Minister of Children and Youth Services, relating to the secure custody transformation. The Briefing is expected to go forward in December.

OPSEU replied that they believed the briefing would be a positive opportunity.

Action: This will be a standing item for discussion at future MERC meetings.

4. Compressed Work Week — CPRI

OPSEU raised questions with respect to the provision of a Compressed Work Week (CWW) at the Child-Parent Resource Institute (CPRI). Three-week cycles were offered to employees. **OPSEU** sought information with respect to other worksites that might have different agreements.

MCYS indicated that there is no specific requirement for a three-week or two-week cycle except operational requirements. CPRI's use of CWW agreements was subject to a six month review period.

Action: Any specific issues relating to individuals should be dealt with at the Local ERC.

5. Attendance Support Program

OPSEU raised an issue relating to the Attendance Support Program (ASP). Some managers were using thresholds and ratios to determine appropriate ASP levels of employees, rather than tailoring ASP goals to the individual.

Action: **MCYS** indicated that they would review the Attendance Support Program with Managers. While it is normal to use Ministry averages for entrance into the ASP, further goals should be specific to individual needs.

6. Probations Workload Concerns—Update

OPSEU raised concerns during the September 27th, 2005 meeting regarding apparent discrepancies in workloads between offices, and Probation Officers who were assigned to OAG work.

MCYS responded that some of the caseload issues appeared to arise from a need to accommodate some employees and the geographic location of offices. Some offices had an influx of new Probation Officers, which resulted in imbalanced portfolios until the new officers gained more experience. Probation managers will continue to address this issue.

MCYS reiterated that the procedure for addressing workload issues is to first discuss the issue with local management.

Action: If unresolved, Probation issues should be brought to the Regional Employee Relations Committee once they are established and to MERC in the interim. Local solutions could include closing offices over the lunch period, or the use of voice mail.

7. Health and Safety Training in Probation Offices

OPSEU requested a clarification of whether employees would receive compensation for attending Health and Safety Training.

Action: **MCYS** stated that this would be addressed at Divisional Management Committee in December, and managers will be asked to place Health and Safety as a standing item on meeting agendas. **MCYS** will report back to **OPSEU** at MERC.

8. MERC Terms of Reference.

The Parties agreed to the draft terms of reference.

Action: **MCYS** and **OPSEU** will forward the terms of reference to their respective principles for final approval.

9. Training and Development Committees

OPSEU indicated that the MERC team of Jack Hopkins, Waltraud Knott, and Glenna Caldwell would act as members on the Training and Development Committee.

MCYS stated that they would determine their membership at a later date, and would investigate potential terms of reference of the Committee.

Action: **MCYS** will prepare draft terms of reference.

10. Mileage Rates

OPSEU expressed the opinion that mileage rates for the Ontario Public Service are too low.

Action: Management will take this issue forward.

11. Meal Expenses

OPSEU requested clarification on meal expenses, and whether or not receipts were required. It was noted that it is sometimes not possible to get receipts. OPSEU's position is that the meal allowance is a per diem.

Action: MCYS agreed to follow-up to determine whether there is a set meal allowance, or whether the employer pays up to a certain amount, subject to the provision of receipts. MCYS agreed to determine when receipts are required for meal expenses. MCYS will report back.

12. Successor Rights

OPSEU indicated that they would like to have successor rights reinstated for OPSEU represented OPS employees, and would like the Ministry to advocate on their behalf, and this would be a standing MERC item.

Action: MCYS will respond to OPSEU.

13. Relocation Plan for Female Offenders

OPSEU requested an update with respect to the closure of the Invictus Youth Centre, and whether or not the residents would be placed in a transfer-payment agency.

OPSEU further requested information on other Youth Facilities, and the disclosure procedure for MCYS.

MCYS responded that no decisions would be made until the Minister's briefing in December. Overall, the Secure Custody transformation project will include the removal of Youth from the Shared Sites, and that some portions of this project might proceed faster than others.

MCYS further stated that there have been no disclosure on this issue as of yet, and no set procedure. Past practice is to disclose at the Corporate level, followed by disclosure at the MERC level. MCYS may have to co-ordinate with MCSCS with respect to disclosure.

Action: MCYS will provide updates to the MERC table regarding the Invictus agreement as the process moves forward. MCYS will provide information to OPSEU with respect to the average number of female offenders within the YJS.

14. Probation Office Working Group

OPSEU indicated that they were prepared to move forward with a Probation Office Working Group, in a manner that would not prejudice their stance with respect to the application of the MCSCS Health and Safety Committee to MCYS. OPSEU proposed to place Daryl

14. Probation Office Working Group continued

Pitfield on the Working Group. Some changes to the Terms of Reference might be requested.

MCYS indicated that Bob Burkholder would sit on the Working Group for the Employer. **MCYS** MERC reiterated their position that health and safety issues should be brought to MCYS.

ACTION: **OPSEU** to forward modified Terms of Reference to the Employer. **MCYS** to contact OPSEU to determine future meeting dates.

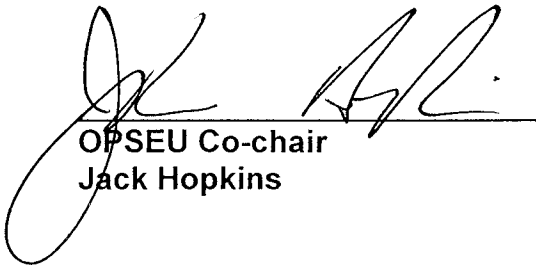
15. Dates for Further Meetings.

Conversion Subcommittee dates: December 7th, 2005.

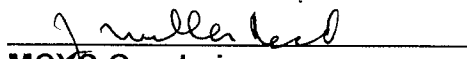
MERC Meetings dates: January 17th, 2006
 March 14th, 2006
 May 30th, 2006
 July 11th, 2006
 September 12th, 2006
 November 7th, 2006.

APPROVED:

DATE: JAN. 16/06



OPSEU Co-chair
Jack Hopkins



MCYS Co-chair
JoAnn Miller-Reid