

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: June 26, 2008

SUBJECT: **Ministry of Children and Youth Services ERC
Minutes – June 19 & 20, 2008**

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.

Please use the 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.).

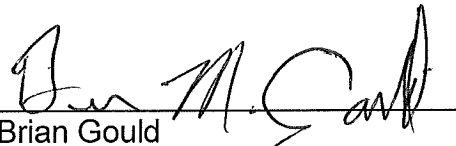
PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.

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 (MCYS)
 MINISTRY EMPLOYEE RELATIONS COMMITTEE (MERC)
 June 19th and 20th, 2008
 Brookside Youth Centre**

For Management:
 JoAnn Miller-Reid
 Beth Bailey
 Brenda LeMoine
 Kim Gallow (June 20th)

For OPSEU
 Jack Hopkins*
 Waltraud Knott
 Glenna Caldwell
 Stephen George

Regrets: Kim Gallow (June 19th)

Guests: Tony Cunningham, Peter Harding

* Chair of the Meeting

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
<u>STANDING ITEMS:</u>		
MCYS Transformation Update	Child Welfare- no update Children's Mental Health- the Union expressed concerns regarding programming and resources that are available in the secure custody facilities. Union wants broader picture of mental health initiatives discussed at next meeting. Youth Justice- MERC negotiations ongoing. New facilities on target. Youth moved from co-located sites by March 2009. Donald Doucet Youth Centre to open in next few weeks. Girls are Different	Information about Children's Mental Health initiatives will be brought forward to next meeting in October 2008. Union committed to sending brief to employer outlining concerns.

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
	Conference took place June 17 and 18. Management indicated there would be a committee developed to look at policy and best practices in the fall 2008.	
HR Transformation	April 1 st , Health and Wellness transformed to Ministry of Government and Consumer Services. The recruitment centre will be open by the end of June. Union request HR classification bulletins be shared with MERC team.	List of what classifications are 'out of scope' and bulletins will be provided as soon as possible.
Anti-Discrimination and Systemic Change Committee	Timelines targeting 18 months will be extended. Interest Based Problem Solving will be completed within timeline. Union raised concerns about resources.	Management committed to follow-up meeting to address concerns and to look into what work is already being done and where the needs are.
Probation Safety and Security Working Group	Positive return rates on evaluations. New OAG recruits will get training.	Remove from future agendas as work has been completed. Health and Safety Committee will do a follow-up survey.
Training and Development Committee	Six sessions are scheduled over four regions. Terms of reference are being developed. Discussion on gangs. Management advised the Union there is a Provincial Working Group on Gangs.	Management will provide terms of reference and list of members as soon as possible for the Provincial Working Group on Gangs to look at potential linkages. Management will work on developing a list of committees.
Unclassified Lists and true conversions within MCYS	Union received list. No concerns were noted.	
Health and Safety Divisional Review	Committee met on June 17 th . Discussion at the meeting occurred regarding tuberculosis and infectious disease policies.	Union has requested that Management submit their position

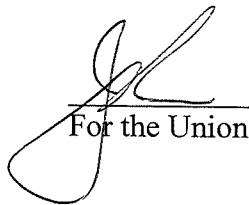

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System for YJSD	<p>Joint health and safety survey had a high response rate. Themes identified include: health and safety recognized as important by employees, process is effective and necessity for more training. Concerns we raised regarding pepper spray training. All officers who did not receive training will by end of August. Management noted the rollout of uniforms and formal identification will happen in August. Management requests minutes of the committee be shared with local health and safety committee co-chairs and that these members participate in the meetings as needed.</p>	<p>in writing regarding the involvement of CPRI and Thistle town, with a copy to the MERC team and the local presidents regarding participation at the Youth Justice Divisional Joint Health and Safety Divisional Review System.</p>
Health and Productivity	<p>Two pilot sites -Brookside and Bluewater- have been largely successful. A few challenges have also been seen. Resource issues need to be identified for future rollout. Committee will meet in July and discussion will occur on rollout.</p>	
<u>BRING FORWARD:</u>		
OPSEU Representatives for Overtime Protocol	<p>Union forwarded a list. Group will meet in September.</p>	
Workplace Violence Prevention	<p>Management anticipates in October information about Workplace Violence Prevention initiatives across government ministries will be available. Some ministries have implemented this program. The Ministry of Government and Consumer Services (MGCS) is looking for feedback on what works and what does not work. All ministries will receive information on the feedback. Union raised concerns that the training is not mandatory across the Ontario Public Service (OPS) and that there is a lack of consistency in programming across the OPS.</p>	<p>Management to provide update at October meeting.</p>

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Brookside Youth Centre Retrofit	Retrofit was included as part of Results Based Planning (RBP). Money for the retrofit was not received from RBP. Through next RBP Management will resubmit the request for the Brookside retrofit as a priority item for the Ministry.	Management to submit RBP request for the retrofit.
Probation Accommodation	Employer provided update to the Union. No concerns noted.	
Best Practices for MCYS-MERC	Union/Management to ask for LERCs and RERCs to send evaluation checklist.	Joint memo to be distributed in the fall.
Probation Workload Vacancies	Union advised probation positions being filled as they arise.	
Rollovers	Ongoing discussions. Next meeting scheduled for June 23, 2008.	
Succession Planning/Developmental Opportunities	Staff Engagement Survey results have been distributed broadly. MCYS had a high response rate to the survey. Union identified issues related to succession planning in MCYS across levels of staff. Management noted Talent Management process is being used for succession planning purposes.	Management to bring back information on the Talent Management process and what is happening on succession planning and development opportunities across positions to next meeting.
MERC ERC Travel Memo	Union received memorandum on travel from the employer. Union again requests Management pay full cost of Regional ERCs.	
Curriculum Review Report	Management provided copies of the Curriculum Review Project Final Report.	Item will come back to next MERC meeting for discussion.
Schedule Change for CPRI	Union advised issue resolved at local.	Item will be removed from future agendas.
Ontario Child Benefit	Presentation from Christopher Paulin, project coordinator for the Ontario Child Benefit (OCB).	


AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
<u>NEW BUSINESS</u>		
LERCs/RERCs Referring Items to MERC	Management would like a process for LERCs/RERCs to refer items to MERC. Union noted they have a process in place, using a template form, to bring forward items to MERC.	Management and Union will use their own forms in cases where there is not agreement to bring items forward to MERC. They can use one form when it is a joint submission. Management will communicate with their management co-chairs regarding use of the form.
Standards of Conduct	Matter was discussed. Clarification of which standards applies needs to be provided by Management. It is understood that different divisions have work underway.	Management will provide clarification as soon as possible.
MERC minutes and follow-up	Questions have come to the Union about how quickly minutes are posted following the meetings.	Minutes are both posted on OPSEU website and Management's human resources internet site.
Interpretation of Section 104 (1) Regulation 70 of the Child and Family Services Act (CFSA)	Union brought forward issue of different interpretations of CFSA regarding ratios of staff to youth at facilities. Ministry's position is CFSA requirement is 1:8 ratio of staff to youth. Management noted staff ratios are not the same as supervision ratios.	
Youth Services Officers (YSOs) Staff Audit Reviews	Union said these reviews ensure there are enough staffing posts to operate the facility. Union inquired if/when Management will be conducting these posts. Management said decisions on this will need to wait until Youth Justice System changes are in place.	Management will seek information and item will be brought back to next MERC meeting.
EAP cap verification	Decision was made that this is beyond the scope of MERC.	MERC will forward item to CERC as a joint submission.

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
		Management will prepare the submission.
Increase Staffing in Control	Upon review, Union has determined issue should be sent to the YJSD Divisional Health and Safety Committee.	Item moved to Divisional Health and Safety table.
Administrative Review	<p>Administrative review was intended to: look at organizational models in the four youth centres and look toward a more consistent model with flexibility and to look at updating job specs for all administration in the facilities with recognition there could be classification implications.</p> <p>Two draft organizational models have been shared with the Youth Centre Administrators for their comment. Office Managers have worked with staff on understanding of what their job duties were. It is anticipated the review will be completed in the fall.</p>	Management will keep MERC updated on this item.
Strategic Framework	<p>Across MCYS discussions are being held about how to incorporate the framework into existing work.</p> <p>Strategic Framework can be found on MCYS internet site.</p>	This will become a standing item on the agenda.
Job Trade	<p>Union noted some concerns regarding job trades and clarification on process.</p> <p>Management confirmed information about the process; the process will remain the same as it has been.</p>	
Ottawa Probation Office	<p>Office would like to develop a LERC.</p> <p>Management requested to connect with Union on this issue.</p>	Management will provide a response by end of July 2008.
Designations for Facilities	Two designations for custody facilities under YCJA: secure and open.	
Review of Open Custody and Effective Programming Reports		Management will send hard copies of the report to MERC.
Emergency	Local and Divisional Health and Safety tables have discussed	

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
Preparedness/ Continuity of Operations Planning (COOP)	pandemic planning exercises. Management noted there are emergency preparedness plans for every level of MCYS.	
Sign off of Minutes		
Next Meeting Date	October 1	

 For the Union



 For the Employer

June 20, 2008
 Date Minutes signed off by Co-Chairs