

**MEMORANDUM**

**OPSEU**



**SEFPO**

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

**TO:** All Presidents with members in Community and Social Services  
All Stewards in Community and Social Services

**FROM:** Terry Baxter, OPS Supervisor/Negotiator

**DATE:** November 2, 2005

**SUBJECT:** **Ministry of Community and Social Services  
Ministry of Children and Youth Services – (Sub-committee  
Ontario Disability Support Program (ODSP))  
ERC Minutes – August 16, 2005**

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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 our 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,

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Leah Casselman  
President

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Terry Baxter  
OPS Supervisor/Negotiator

/ms  
att.

cc: MERC Chairs  
Ministry ERC

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**“CONFIDENTIAL TO LABOUR RELATIONS”**

**MINISTRY OF COMMUNITY AND SOCIAL SERVICES**

**MINISTRY EMPLOYEE/EMPLOYER RELATIONS COMMITTEE (MERC)  
SUBCOMMITTEE ON ONTARIO DISABILITY SUPPORT PROGRAM (ODSP)**

**MINUTES – August 16, 2005**

**Location:** 2 Bloor Street West, Toronto, Ontario

**Duration:** 10:30 A.M. to 2:00 P.M.

**Co-Chairs:** Norm Pilon

**Marni Campbell**

**Attendees:** **OPSEU**

Norm Pilon

Pam Smith

Carolle Hamilton

Leanne Pold-DellaVedova

Ron Strong

Roxanne Barnes

**Management**

Marni Campbell

Maxine Daley

Joanne Grandamme

Pat Schlett

**Guests:** Joe Lucas, Tony Magee, Sandy Rideout

**Minutes:** Carina Tuazon

**Regrets:** Chris Tudela, Stephen George

## **“CONFIDENTIAL TO LABOUR RELATIONS”**

### **1.0 Minutes**

#### **1.1 Sign off of February 2005 Minutes**

- The Union signed the February 2005 Minutes.

#### **1.2 Review of July 2005 Minutes**

- The Union provided their revisions to the July 2005 minutes.

***Action Item: SAMO to revise the July 2005 Minutes for sign off by the Union at the next meeting.***

### **2.0 Business Arising**

#### **2.1 Review of Action Items**

- The Subcommittee reviewed action items from the July 2005 meeting.
- The parties agreed to have a two-day session in Ottawa on October 11 & 12, 2005 to address all outstanding deliverables under the Memorandum of Agreement (MOA). (Amended Meeting Schedule attached).
- Letters to vendors of record were sent on August 4, 2005. Subcommittee Co-Chairs will conduct interviews during the last week of September 2005.
- The parties approved the draft of the joint response to JPSP e-mail enquiring about revised program standards.
- The group identified the need to develop a procedure to monitor the JPSP e-mail account and ensure timely responses and follow-up.
- The request for French translation of application questions in SDMT will be sent before the end of the week. Both parties agreed to have the translation validated by the Ottawa local office.
- The parties agreed to send an invitation to the Director of ODSP Branch to attend the September 20, 2005 meeting.
- Management undertook to request more information about the Ontario Works Employment Supports pilot project “Jobs Now” and share information with the Union.

***Action Items:***

- 1. Management to organize meeting in Ottawa in coordination with the Union.***
- 2. Management to organize interviews of interested vendors of record.***
- 3. Management to send approved joint response to JPSP e-mail regarding revised Program Standards as soon as possible.***
- 4. Management to send memo to the Director of OW Branch to request more information about the Jobs Now pilot project.***

**“CONFIDENTIAL TO LABOUR RELATIONS”**

5. ***Management to invite the Director of the ODSP Branch to the September 20, 2005 meeting.***
6. ***Management to take lead in developing a procedure for monitoring the JPSP e-mail account and ensure timely responses and follow-up. Draft procedure to be tabled at the next Subcommittee meeting.***

**2.2.1 JPSP/Review of MOA/Schedule A**

- Both parties agreed to defer the review of MOA/Schedule A to next meeting.

**2.3 Memorandum of Agreement/Schedule A/Communication Protocol**

- The parties discussed how the Communication Protocol should be formulated and the essential components to be included.
- SAMO staff will draft the communication protocol based on the discussion and present to the Subcommittee for feedback at the next meeting.

***Action Item: Draft communication protocol and present to the Subcommittee for feedback at the next meeting.***

**3.0 New Business**

**3.1 Memorandum of Agreement/Training on Grievance Prevention and Resolution**

- The Subcommittee had an initial discussion with the Human Resources Branch representative regarding the possibility of modifying the Joint Local ERC Training in developing training on grievance prevention and resolution.
- Both parties agreed to table this item for more in depth discussion at the next meeting.

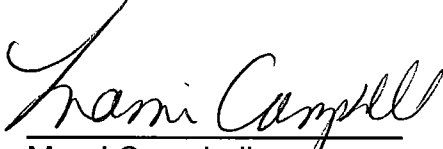
**3.2 Review of Terms of Reference**


- Deferred to next meeting.

**"CONFIDENTIAL TO LABOUR RELATIONS"**

**4.0 Meeting Adjourned**

Approved on Sept 30, 2005 by:

  
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Marni Campbell  
Management Co-Chair

  
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Norm Pilon  
OPSEU Co-Chair

**OPSEU**



**SEFPO**

## **FOR MERC ACTION**

Strategic Action from Local Employee Relations Committee  
(to be used when an issue is not resolved at LERC table)

Ministry:

Workplace Location:

Local #:

### **Please use a Separate Form for Each Unresolved issue.**

- ✓ Please include the specific details about the issue.
- ✓ Provide any documentation that may assist the discussion at your Ministry Employee Relations Committee (MERC).

Is the issue related to (please ✓):

- |                          |  |                          |                                 |
|--------------------------|--|--------------------------|---------------------------------|
| <input type="checkbox"/> | Job Security and Article 20                              | <input type="checkbox"/> | Reasonable Efforts - Divestment |
| <input type="checkbox"/> | Employer's Corporate Initiative and work re-organization | <input type="checkbox"/> | Contract Interpretation         |
| <input type="checkbox"/> | Enforcing the Contract                                   |                          |                                 |
| <input type="checkbox"/> | Health and Safety  |                          |                                 |
| <input type="checkbox"/> | Other: (please identify)                                 |                          |                                 |

Statement of the Issue:

The Resolution sought by your Local Employee Relations Committee (LERC):

Date Issue was declared unresolved by your LERC:

Is the Relevant material attached?      Yes  No

LERC Minutes dated:

Correspondence. Please list:

### **Local ERC Member Contact**

Name:

Home #:

Address:

Work #:

**FORWARD to: OPSEU Job Security Unit, 100 Lesmill, Toronto, Ontario M3B 2P8  
Fax: (416)448-7462**

