

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 – July 19, 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 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,

Leah Casselman
President

Terry Baxter
OPS Supervisor/Negotiator

/ms
att.

cc: MERC Chairs
Ministry ERC

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**“CONFIDENTIAL TO LABOUR RELATIONS”
DRAFT MINUTES**

1.0 Minutes

1.1 Review of February 2005 Minutes

- The Union will provide their revisions to the February 2005 minutes by e-mail to SAMO.

Action Item: The Union to send their revisions to the February 2005 minutes.

2.0 Business Arising

2.1 JPSP

2.1.1 Delivery Framework

- Management presented the draft of the “Letter to Vendor”. Letters will go out this week to vendors of record. Management and OPSEU Co-chairs will conduct the selection interviews.
- Management provided a roll-up of the Delivery Framework Implementation Checklists received as of July 15, 2005. The parties agreed to send a reminder to follow-up on outstanding checklists.

Action Items:

- 1. SAMO to send letters to vendors of record.***
- 2. SAMO to send a reminder for outstanding implementation checklists.***

2.1.2 Memorandum of Agreement/Schedule A/Communication Protocol

- The Union raised outstanding issues of timely information sharing and lack of effective channels for feedback and input.
- The parties agreed to jointly develop a communication protocol to address these issues.

Action Item: Management to co-ordinate development of communication protocol in conjunction with feedback and input by the Union.

2.1.3 Training Plans/Orientation

- The Union emphasized the importance of health and safety orientation for new staff, e.g. harassment, emergency exits, safety system, etc. Management will ensure these are highlighted in the training plans.

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DRAFT MINUTES**

Action Item: SAMO to revise training plans and present final version to the group at the next meeting.

2.1.4 Training/Grievance Prevention and Resolution/Mediation/Arbitration and Grievance Consolidation

- The Union raised the need for training/education concerning grievance prevention and resolution, and for local mediation/arbitration and grievance consolidation as set out in the MOA.

Action Item: Management to review.

2.1.5 Review of Schedule A

- The parties agreed to look into having a one week session in September to address all outstanding deliverables under MOA.
- In the interim, two joint communications will go out to the staff. One communication to outline accomplishments in addressing ergonomic issues and another communication to provide an update re products completed to assist clients awareness, e.g. brochures, video, fact sheets, etc.

Action Item: Management to take lead in drafting communications and to provide for input to the Union.

2.1.6 JPS E-mail Account Inquiries

- No inquiries received through JPS e-mail account since the last meeting.
- The Union followed up on the response to previous e-mails received regarding program standards.

Action Item: Management to draft a joint response to inquiries regarding program standards as soon as possible.

2.1.7 Road Show Feedback

- Management will link information already gathered to other communication that will go out to the staff.

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DRAFT MINUTES**

3.0 New Business

3.1 SDMT

3.1.1 On-line Help/Directives

- The Union raised concern that Directives in SDMT On-line Help are not up to date. Management provided an update re On-line help changes. Tracking sheets attached.
- The Union followed up re translation of application questions in SDMT into French. SAMO suggested to have questions officially translated in French and to distribute translation to local offices.
- The Union raised the issue of SDMT not designed to allow staff to review text of SDMT generated letters before they get sent out, e.g. amount calculated as Overpayments, inclusive dates, etc.
- Management advised the group of an upcoming meeting with Policy Branch and HSC to discuss issue of SDMT letters.

Action Item: SAMO to have application questions translated in French and distributed to local offices.

3.1.2 Job Aids/HSC Update

- Job Aids will go out before the end of the week.

3.2 Review of Terms of Reference

- Deferred to a future meeting.

3.3 Future Meeting Schedules

- Future meeting dates and locations were determined. Updated schedule attached. The parties agreed to have offsite meetings in the Fall.
- Management suggested inviting the ODSP Policy Branch Director to the September 2005 meeting.

Action Items:

- 1. Management to organize offsite meetings and send memo to advise Regional Directors.***
- 2. Management to invite Director of Policy Branch to the September 2005 meeting.***

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4.0 Other Business

4.1 Deb Matthew’s Report

- The Union enquired what the Ministry’s direction is with regard to Deb Matthew’s recommendation of moving people from OW who are unlikely to be economically independent, to ODSP or other supports.
- Management clarified that there are no talks going on regarding the above issue.
- Management talked about future improvements to the Employment Supports (ES) program and the pilot project (Jobs Now and Employment Placement Project with the Private Sector) in some OW sites involving private employers.

Action Item: Management to obtain more information regarding the pilot project and share with the group.

4.2 Employment Support Update

- Union suggested involving staff in the review of the ES program.
- Management suggested raising this issue and other proposed changes to ODSP program to the Director of Policy Branch at the September 2005 meeting.

Action Item: Management to include ES in the September 2005 agenda.

4.3 Special Diets

- The Union discussed the issue of increasing claims for Special Diet and the possible abuse of the system. Concerns were raised regarding the impact on workload and effects on clients who are in real need of special diet benefits.
- This Issue will be raised to Policy Branch at the September 2005 meeting.

Action Item: Management to include Special Diet in the September 2005 agenda.

4.4 Intake

- The Union referred to the memorandum sent to the Regional Directors regarding the report of the Intake Process Review Working Group.
- Management advised that this was a preliminary review of the intake process. Regional Directors were requested to provide feedback.
- Further discussion on intake with Policy Branch will be included in the September 2005 agenda.

"CONFIDENTIAL TO LABOUR RELATIONS"

Action Item: Management to include Intake in the September 2005 agenda.

4.5 Family Support Workers (FSW)

- The Union requested an update regarding the issue of bringing back FSW positions.
- Management discussed the issue and indicated further analysis of ODSP caseload data is required.
- The Union raised concern regarding deletions of BF tasks in some offices which might affect availability of data to support the value of FSW positions.

Action Item: Management to look into the issue of deletion of BF tasks and explore possibility of other Ad Hoc reports.

4.6 Statistics

- The parties agreed to revisit the list of statistical reports Management is providing to the Union and to establish a system for consistency.

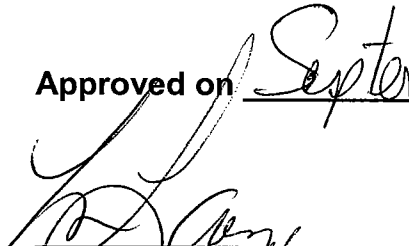
Action Item: The Union to provide the list of statistical reports to Management

4.7 Other Business


- The Union raised concern that some new delivery frameworks were designed with CSRs at the front-desk/reception. The Union reminded the group of pending grievance re this issue.
- The Union advised that they will send out communication to their members to reiterate their position on CSRs performing front-desk/reception duties, and will inform the Management Co-Chair when this has been done.

5.0 Meeting Adjourned

Approved on September 19, 2005 by:



Marni Campbell
Management Co-Chair



Norm Pilon
OPSEU Co-Chair



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"/> | |
| <input type="checkbox"/> | Enforcing the Contract | <input type="checkbox"/> | Contract Interpretation |
| <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:
Address:

Home #:
Work #:

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

