

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 – (Subcommittee
Ontario Disability Support Program (ODSP)
ERC Minutes – November 18, 2004**

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

/ms
att.

Terry Baxter
OPS Supervisor/Negotiator

cc: MERC Chairs
Ministry ERC

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1.0 Minutes

1.1 Approval of September 2004 Minutes

- Management provided The Union with the September 2004 Minutes for approval.

1.2 Review of October 2004 Minutes

- The Union provided their revisions for the October 2004 Minutes.

2.0 Business Arising

2.1 SDMT Ergonomic Assessment

- Management provided an update presentation on the action plan for the ergonomic assessment. The plan stresses the need to move forward quickly while attempting to ensure that resolutions do not lead to new problems.
- The Union inquired as to the status of the joint communication. Management informed the Union that the communication has been sent.

2.2 SDMT Issues - Update

- Management provided an update regarding the improvements to the SDMT requested by OPSEU and the timelines associated with them. The focus is to reduce workload and maintain data integrity.

Action Item: Updated copy of the SDMT Issues Chart to be attached to the Minutes.

2.3 MSN Focus Group

- Management advised that the document was sent out to the working group for feedback.
- The Union acknowledged receipt of the document and will provide feedback to Ontario Disability Support Program Branch (ODSPB). The Union requested an extension to the deadline for submission of feedback (from December 5, 2004 to January 15, 2005). Management agreed that the request could be accommodated.

Action Item: Management to notify ODSPB.

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2.4 Human Resources Branch (HRB) Distribution of Minutes

- A memo was sent to the LERC Co-chairs notifying them of the link to the website where the MERC ODSP Sub-committee Minutes are posted.
- Moving forward the memo will go out from HRB as Minutes are posted.

2.5 NCBS Lump Sum Payment Adjustment and Rate Increase – Status of Job Aid

- Management advised that the NCBS Communication Package released to the field on June 25, 2004 and the NCBS Reference Guide addressed the issue. The Union concurred that there is no need to create another job aid.

2.6 CVP Issues – Toronto Region

- Following Interest Based Negotiation Training both parties committed to follow-up with their counterparts in the Toronto Region to determine whether another attempt can be made to resolve the issue at the local level or if it should be formally referred to the MERC ODSP Subcommittee.

Action Item: Management and Union to contact Toronto LERC Co-chairs.

2.7 CVP Issues – Concerns Regarding Targets

- Added Workload on Case Management and Intake

- Management distributed the CVP Information Sheet and advised that they are being distributed to local offices to be shared with clients.
- The Union inquired as to whether Income Tax Assessments are sufficient verification for CVP. Management confirmed it is sufficient.
- The Union inquired about clients filling out too many forms following telephone interviews. Management advised that the feedback suggests that this is not an issue. The Union inquired about the mail_out CVP form completion statistics. Management advised that the statistics received demonstrate a good return rate. The Union raised the issue of CSR's conducting CVP telephone interviews and advised that this is occurring in Toronto and St. Catherine's. **The Union stated that the original CVP reference document states that CSR's can conduct telephone interviews.** Management stated that their information suggested that CSR's are not completing telephone interviews, they are reviewing files. Management to review.
- ~~**The Union stated that the original CVP reference document states that CSR's can conduct telephone interviews.**~~ Management to review.
- Management stated that in October all regions met or exceeded the 3% target.

“CONFIDENTIAL TO LABOUR RELATIONS”

- Management advised that a strategy is still being developed to deal with OPGT cases.
- Management stated that First Nations FBA cases are now being CVP'd.
- The Union inquired as to whether Regions working under staffing constraints could request a grace period to meet their CVP targets. Management indicated that there would be no change to the targets. Regional Offices are responsible for managing their own staff resources.
- The Union inquired about the information used to establish targets, particularly whether vacations and leaves were used as a factor in developing the 1% target. Management to obtain information.
- The Union shared “OPSEU’s Response to the CVP Initiative”, November 18, 2004, and discussed the highlights. Management to share information with the Director.

Action Item: Management to review CVP reference document. Management to obtain information regarding CVP target. Management to share “OPSEU’s Response to the CVP Initiative” with the Director.

2.8 Compliance Roll-Out – Sharing the Documentation

- ~~Management advised approval to share the documentation was not received.~~ Management provided information on the high level findings of the ODSP Compliance Review Provincial Roll-Up.

2.9 Joint Problem Solving

Teleconference

- The Union raised the concern that although feedback was positive, there is a sense that some people are still not understanding the JPSP and MOA. Management received similar feedback. The Union suggested another teleconference in the New Year.

Status of LERC Co-chair and ISM Interest Based Training Day

- Management stated that details have been finalized for the training day.

Training Plans

- Both parties agreed that the training plans can go out following the training day.

Road Show

- The parties discussed the Regional Road Show Schedule.

Program Standards Review

- The Program Standards Review document is going to the Director of SAMO for review and next steps.

3.0 New Business

3.1 JPSP E-mail Inquiries

- None

3.2 New Policy and Initiatives

- Management advised that optometry services were delisted as of November 1, 2004. A Policy Bulletin was recently distributed to field offices.

Action Item: Management to follow-up to determine what information can be shared.

3.3 Program Statistics

- CVP, IVR, and Social Assistance program statistics were shared with the Union.

3.4 Review of Terms of Reference with linkage to JPS and LERCs

- Terms of Reference document distributed to Subcommittee members for review. All members of the Sub-committee to review Terms of Reference at next meeting.

Action Item: Feedback to be brought forward at next meeting.

3.5 2005 Schedule

- Both parties agreed to hold the first three meetings of 2005 in Toronto. Schedules were distributed. Locations of future meetings to be determined in February.

3.6 Meeting Adjourned

Next meeting is scheduled for December 14, 2004 from 10:30 A.M. to 2:00 P.M. in Toronto.

Approved on February 15 , 2005, by:

Marni Campbell

Marni Campbell
Management Co-Chair

Pam Smith

Pam Smith
Union 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"/> 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:

Home #:

Address:

Work #:

