

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 – September 21, 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

Terry Baxter
OPS Supervisor/Negotiator

/ms
att.

cc: MERC Chairs
Ministry ERC

100 Lesmill Road,
Toronto, Ontario
M3B 3P8
e-mail: opseu@opseu.org
www.opseu.org

100 chemin Lesmill,
Toronto, Ontario
M3B 3P8
courrier électronique
opseu@opseu.org
www.opseu.org

Tel: (416) 443-8888
Fax: (416) 443-9670
Ontario:
Toll free: 1-800-268-7376
TDD:
(416) 443-9898
or
1-800-663-1070

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1.0 Minutes

- The Union approved the June 2004 Minutes and provided their edits for the August 2004 Minutes.

1.1 MSN Focus Group- Feedback and Discussion

- Management provided an update that the policy branch’s current priorities relate to Results Based Planning Initiatives and that the MSN feedback is further delayed.
- The Union stated it has been 7 months since the process started and the field is looking for improved processes and stressed demands keep increasing. The field would benefit from the results of this work.

1.2 Distribution of Minutes- results of follow up with Human Resources Branch (HRB)

- The Union inquired about the status of the request to HRB for a link to meeting minutes.

Action Item: Management to follow-up.

1.3 SAMO Extranet Site

- Management advised that a memo to grant OPSEU staff representative access is in progress. He will be required to sign an agreement of confidentiality.

Action Item: Management to send memo asking that OPSEU staff representative be granted access to the site.

- Management advised that options are being explored to make it easier to move between the SAMO website and SDMT.
- Management noted that in discussions with the ODSP Network, a number of regions have resolved the issue locally.

1.4 Rate Increase- Job aid for NCBS changes

- The Union asked if the lump sum NCBS payment would be adjusted to reflect the 2003 rate, as this is the current rate.

Action item: Management to provide response at next meeting.

- Management advised that a job aid for NCBS is in development.

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- The Union asked if the job aid would include retroactive amounts and specifically want past years of entitlement including the variable rates depending on number of children. Management advised that once the job aid is drafted it will be brought to the table for review and feedback.

Action Item: Draft job aid to be provided to members for review and feedback once drafted.

1.5 SDMT Ergonomic Assessment

- At the Joint Problem Solving Process (JPSP) review of deliverables September 20, 2004, there was a discussion about drafting a joint communication to the field regarding the SDMT Ergonomic Assessment. The communication would advise that the report has been reviewed and an action plan is in progress to determine activities that will take place.
- The Union asked if the report relating to office Ergonomics would be shared with ODSP employees. Management indicated that it was reviewed corporately and there were factual errors and inconsistencies.
- Management is in the process of writing to the ergonomic assessors to have them respond to the areas of concern.
- Management advised that the search feature for ODSP Directives in the SDMT has been resolved.
- The Union asked for an update on the preparation of a package and timelines relating to the Human Services Cluster Action Plan. Management stated that it is a priority and the HSC will be providing an update in November 2004 to the ODSP MERC subcommittee.

1.6 JPSP

- The JPSP e-mail account is up and running. No emails have been received. Email activity may increase once the JPSP is presented in the field.
- The revised version of the facilitator's presentation was provided to the Union.
- Management distributed a copy of the Program Standards documents. The JPSP deliverables are scheduled to be reviewed on Wednesday, September 22, 2004 or Thursday, September 23, 2004, in Toronto.

1.7 CVP Initiative and Implementation- Toronto Region

- The two areas of concern are desk side interviews and Client Service Representatives (CSR) conducting telephone interviews.
- As the parties are still discussing this locally, an update will be provided by OPSEU at the next meeting.

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1.8 Training- Workplace Discrimination and Harassment

- Shahid Akhtar, Coordinator WDHP, Human Resources Branch, provided an overview of the training.
- The WDHP Coordinator stated that training was mandatory until 1998. Requests for training have since declined. The WDHP Coordinator explained that the use of the word ‘mandatory’ is no longer used.
- Over one thousand staff have been trained in the past year. The training is provided on a request basis.
- Currently the half-day session focuses on history, the issues and issues resolution.
- Since 1998, the Alternative Dispute Resolution (ADR) approach is the preferred approach.
- The Union stated that a half-day session is considerably short time to train on this topic as there is a need to look at various case studies.
- The WDHP Coordinator stated that the three to four scenarios included in the training cover more than one ground of harassment.
- The WDHP Coordinator clarified that advisors come from all regions and include Union members as well as Management. Advisors are volunteers who must meet the selection criteria.
- The Union asked for clarification as to whether electing their own advisors is still in practice. The WDHP Coordinator stated that the practice is not followed but Union members are encouraged and welcomed as advisors.
- The Union indicated that this information was useful. They will review and discuss next steps with the Director of the Social Assistance and Municipal Operations Branch to determine how to incorporate this type of training in the JPSP.

2.0 New Business

-CVP Initiative

- The Union met with Management on September 8, 2004. Management provided the Union members with a copy of the “Consolidated Verification Process Reference Guide - ODSP Income Support Staff “. The Union will review it and provide a formal response.
- CVP discussion deferred to the next meeting. Management to invite CVP project leads.
- The Union cautioned Management that Eligibility Review Officers should not be doing CVP.

2.1 New Policy and Initiatives

- Management advised that there are no new policy or initiatives to share at this time.

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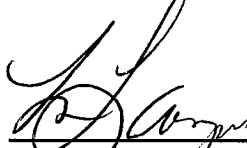
2.2 Other Business

- The Subcommittee agreed to hold the November 16th, 2004 meeting in Toronto instead of London.

2.3 Meeting Adjourned

Next meeting is scheduled for October 19, 2004 at 10:30 A.M. to 2:00 P.M. in North Bay.

Approved on Nov. 18, 2004, by:



Marni Campbell
Management Co-Chair



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"/> | |
| <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 #:

