

**MEMORANDUM**

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

**FROM:** Brian Gould, OPS Supervisor

**DATE:** January 13, 2010

**SUBJECT:** **Ministry of Community and Social Services –  
ODSP Sub-Committee  
ERC Minutes – November 24, 2009**

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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 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,



Warren (Smokey) Thomas  
President



Brian Gould  
OPS Supervisor

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att.

cc: MERC Chairs  
Ministry ERC



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

**1.0 Business Arising**

- The Union informed the Subcommittee of changes in their membership and noted that Leanne Pold-DellaVedova would no longer be acting as Vice-Chair. The Subcommittee thanked Leanne for her dedicated service and welcomed Dylan Lineger as the new Vice-chair.
- Management also noted changes to their membership and formally introduced Susan Pettersone as a member of the Subcommittee. Management thanked Mike Melo for his time as a member of the table and indicated that he would continue to attend the Subcommittee as a guest.
- It was noted that some members of the Subcommittee had not received a copy of the agenda and draft minutes prior to the meeting.
- **Action – Management to review the Subcommittee distribution list to ensure that all contacts were up-to-date.**
- **Action - The Union requested to discuss the issues associated with SDMT release 9.3 be provided at the December 8, 2009 Subcommittee meeting.**

**1.1 Review of Minutes/Action Items**

- It was agreed that the review and approval of the September and October Subcommittee minutes would be postponed until the December meeting.
- The Union identified that the distribution of the draft minutes needed to be done in a more timely fashion and requested management to ensure that they be distributed more quickly in future.

***Employee Relations Committee (ERC) Training – Subcommittee***

- Management tabled a proposed date in January for the Subcommittee to receive the Employee Relations Committee (ERC) Training.
- The Union noted that the proposed date was not suitable for one of their members and noted that there were other members of the Subcommittee not present at the meeting to confirm their availability.
- **Action – Management committed to sending a communication to all Subcommittee members with a few available dates to seek their available to receive the training early in 2010.**

***Employee Relations Committee (ERC) Training – Local Office Staff***

- Management discussed the desire for Employee Relations Committee (ERC) Training at the local level with the ODSP Management Network.
- The Network agreed to review the original communication, which outlined the schedule of available training, dates and to advise staff of the available sessions.
- Management noted that local office staff were now registering for the sessions.

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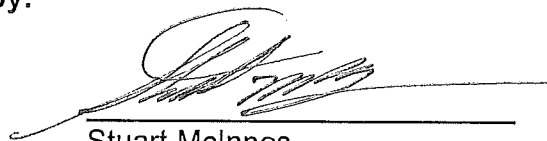
**1.2 On-line Application Tool**

- Management provided an overview of the Ontario Works On-line Application pilot currently being conducted by Toronto Employment & Social Services (TESS) and Algoma District Services Administration Board (Algoma).
- Management also noted that other features were activated widely as part of the on-line enhancements for both Ontario Works and ODSP, including the addition of an office locator function and an eligibility estimator for prospective applicants. Both are available province wide on the ministry's public website.
- It was noted that the one year pilot phase is expected to be completed in December 2009. The information gathered from the pilot and the evaluation will be used in considering the further use of public online services in social assistance modernization efforts.
- Early feedback from clients and staff has generally been positive.
- Management noted that the draft evaluation report is expected to be completed in January/February, with the final report completed in March/April.
- **Action – Management to provide an overview of the evaluation at the April ODSP Subcommittee of MERC meeting.**
- The Union questioned how client information is being verified if the application process was being completed on-line.
- Management confirmed that the verification interview is still being conducted by staff. The purpose of the on-line application is to gather the same information gathered during the screening process.
- The Union questioned if the process and transmission of personal information was secure.
- Management noted that the information is being collected on the same city servers as other social assistance information and that no third-party servers were being used.
- Management further indicated that additional security rights were granted to designated staff at the pilot sites.
- Management also confirmed that there was no direct SDMT access for clients and that the information was only being uploaded into SDMT once staff have validated the data.
- The Union asked if any job loss was anticipated if the pilot was deemed successful and implemented more widely.
- Management indicated that job losses were not anticipated and that this tool was intended to provide staff with more time to focus on other tasks outside of data collection and screening activities.

**2.0 Meeting Adjourned**

Approved on January 12, 2010 by:

  
Maxine Daley  
Management Co-Chair

  
Stuart McInnes  
OPSEU Co-Chair