

**MEMORANDUM**

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

**FROM:** Brian Gould, OPS Supervisor/Negotiator

**DATE:** 19 June 2007

**SUBJECT:** **Ministry of Community & Social Services  
ERC Minutes – February 13, 2007**

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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.

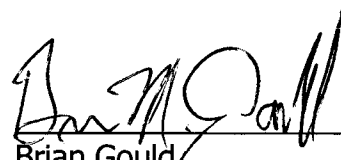
**PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.**

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,



Warren (Smokey) Thomas  
President



Brian Gould  
OPS Supervisor/Negotiator

/rw  
att.

cc: MERC Chairs  
Ministry ERC



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DRAFT MINUTES**

**1.0 Minutes**

**1.1 Review of the January 2007 Minutes**

- The Union provided their revisions to the January 2007 minutes.

***Action Item: Revise the January 2007 minutes for sign off by the Union at the next meeting.***

**2.0 Business Arising**

**2.1 Review of Action Items**

- Action Items from the January 2007 minutes were reviewed.
- Management advised that Joanne Grandame has left the Subcommittee due to other commitments. A replacement will be announced to the group prior to the next meeting.
- A follow-up was made with the ODSP Branch regarding their response to the possibility of providing staff with a list of what is covered under the Ontario Drug Benefit (ODB). The ODSP Branch confirmed that there is no available defined list of products under ODB that staff can use to support the implementation of the Special Diet Allowance.
- The communication regarding the Overpayment Recovery Follow-Up System (ORFUS) realignment strategy has been released to regional offices. The Union noted and Management acknowledged that these changes could have been presented to the Subcommittee for discussion prior to implementation.

***Action Items: Management to announce the replacement for Joanne Grandame prior to the next meeting.***

**2.2 Joint Problem Solving Process (JPSP)**

**2.2.1 Transition to Mainstream**

- SAMO provided an update on JPSP at the last Program Management Committee (PMC).
- PMC supports the development of a formal agreement to define the completion of JPSP at the corporate level, including closure on grievances held in abeyance. They also support the need to adopt and formalize Interest-Based Problem Solving (IBPS) at a regional level and continue to develop regional capacity to effectively engage in IBPS.

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- The group agreed to use the March 2007 meeting to allow a full discussion regarding JPSP transition to mainstream. A Workplan will be drafted prior to the meeting.

***Action Item: Draft a Workplan prior to the next meeting.***

#### **2.2.2 Comprehensive Training Plans**

- The group agreed not to integrate IBPS Workshop in the Comprehensive Training Plans. It is proposed that regions will assume the responsibility for providing IBPS training as part of regular business.

#### **2.2.3 Revised Communication Protocol**

- The Union will provide their feedback on the revised Communication Protocol at the next meeting.

***Action Item: Add Revised Communication Protocol to the agenda for the next meeting.***

#### **2.2.4 ODSP Service Delivery Framework Evaluation – Update**

- A joint communication marking the conclusion of Phase 2 Evaluation activities has been distributed to all staff through Local Employee Relations Committees (LERCs).
- Another joint communication will be sent to thank Regional Coordinators for organizing focus group meetings in their region.
- Management informed the group that the ODSP Action Coalition would like to have a copy of the Evaluation Report once available. The Union is supportive of sharing the stakeholders' focus group summary with the ODSP Action Coalition.

***Action Items:***

- 1. Send joint communication to Regional Coordinators of focus group meetings.***

#### **2.2.5 Interest-Based Problem Solving (IBPS) Workshop – Update**

- An IBPS Quick Reference Sheet has been developed and will be distributed to workshop participants.
- A make-up session will be scheduled in March 2007 to accommodate those who were not able to attend their regional IBPS sessions.

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**2.3 Social Assistance Program Delivery Business Architecture (SABA) Project**

- SAMO presented an overview of the SABA Project to the group.
- SABA is part of the SDMT Architecture Review being conducted by the Children, Youth and Social Services I&IT Cluster (CYSSC) to improve the flexibility, maintainability, and operation of Service Delivery Model Technology (SDMT). A list of all the 14 projects under the Architecture Review was provided to the group.
- The SABA Project will deliver an “as-is” business architecture of current social assistance program delivery which will feed into other projects under the Architecture Review. The project will be completed by end of May 2007.
- An update will be provided to the Subcommittee after the completion of the project.

***Action Item: SAMO to provide an update to the Subcommittee after the completion of the project.***

**2.4 Professional Advancement and Career Education (PACE) - Update**

- Pilot sessions in seven regions to test individual modules of the training program have been completed and received positive feedback from staff.
- The comprehensive pilot session in North Bay covering all five modules is underway.
- Regions appreciated the opportunity to provide input and are looking forward to an excellent end product.

**3.0 Other Business**

**3.1 Mail Merge**

- SAMO provided an overview of the Mail Merge Application for ODSP user generated letters.
- A pilot of the application was implemented in Toronto Region and received positive feedback from staff. Roll out to all ODSP offices is scheduled for end of May 2007.
- A Mail Merge Advisory Group (MMAG) will be established to represent the region’s recommendations for additional letters and enhancements to the application.
- Improvements to system-generated letters are also underway.

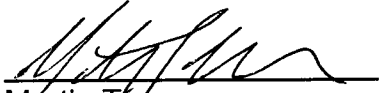
**3.2 2007 Meeting Schedule – Locations**

- The group agreed to defer discussion to a future meeting.

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**4.0 Meeting Adjourned**

Approved on April 17, 2007 by:

  
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Martin Thumm  
Management Co-Chair

  
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Norm Pilon  
OPSEU Co-Chair