

**MEMORANDUM**

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

**FROM:** Ruth Hamilton, A/OPS Supervisor

**DATE:** November 18<sup>th</sup>, 2010

**SUBJECT:** **Ministry of Community & Social Services  
ERC Minutes – October 22, 2010**

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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



Ruth Hamilton  
A/OPS Supervisor

/pb

att.

cc: MERC Chairs  
Ministry ERC

**MINISTRY OF COMMUNITY AND SOCIAL SERVICES  
MINISTRY EMPLOYEE RELATIONS COMMITTEE (MERC)**

October 22, 2010

OPSEU

MANAGEMENT

In Attendance:

Roxanne Barnes\*  
Stephen George  
Cindy Hayes-Wright

Josephine Fuller  
Nancy Liston  
Les Babbage  
Hélène Bigras (minutes)

Regrets: Shawn Lavery

Guests : Nancy Crabbe, FRO  
Shelley Unterlander, FRO  
Denise Mulholland, MCSS  
Fridmar Facunda, OPSEU  
Sean Lee, MGS

\* Indicates Chair of the Meeting

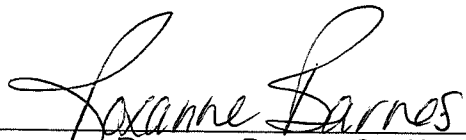
AGENDA ITEMS	DISCUSSION	ACTION REQUIRED	TIMEFRAME FOR ACTION
<b><u>STANDING ITEMS:</u></b>			
1. <b><u>Review of I&amp;IT</u></b>	Management advised OPSEU that a breakdown of Fee for Service utilization is provided to them corporately.	No further action required.	
2. <b><u>FRO Updates</u></b>	Management made a presentation on some of the recommendations that came from the Document Processing Business Improvement Project (DPBIP). A number of short term items have been addressed including the establishment of the Support Services Branch from existing teams. Longer term recommendations are part of a separate project.	Further information on the longer term recommendations will be provided at the next MERC.	Next MERC.

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED	TIMEFRAME FOR ACTION
3. <u>RbP Updates</u>	Management provided the breakdown of the 40 positions as requested at the last MERC.	No further action required.	
4. <u>ODSP Modernization</u>	<p>OPSEU expressed concern with the roll-out of the modernization project and communications to employees regarding the Union having negotiated modernization. The Union clarified that what was negotiated was the Letter of Understanding regarding the staffing process and supports to be provided to staff during modernization. Management agreed that the staffing process was negotiated.</p> <p>OPSEU further expressed that information is not being shared with them in advance of sub-committee meetings and this issue has been raised at the sub-committee.</p>	Management agreed to follow-up on OPSEU's concerns with the project team.	
5. <u>Regional Office Functional Review</u>	Management advised OPSEU that data has been collected and analysed and a draft report is being reviewed by Senior Management.	Management to provide a report back at the next MERC.	Next MERC.
<b><u>BUSINESS ARISING FROM MINUTES:</u></b>			
1. <u>Update: Diversity Initiative</u>	<p>Management advised OPSEU that this initiative is progressing.</p> <p>The Manager Toolkit on Employee Accommodation has been provided to the OPS Diversity Office. The Ministry Diversity Mentoring Program has identified mentors and will proceed over the fall.</p>	Management will provide an update at the next MERC.	Next MERC.
2. <u>Fixed-Term Employee Report</u>	<p>Management provided the report to OPSEU to the end of August, 2010 only, as up-to-date data was not available.</p> <p>OPSEU expressed concern with the use of on-call staff in ODSP. OPSEU asked where the funding is coming from for these positions and whether these positions are being incorporated in the new model.</p>	Management will review the data provided on the report.	Prior to next MERC.

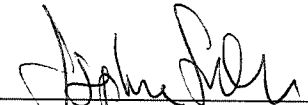
	AGENDA ITEMS	DISCUSSION	ACTION REQUIRED	TIMEFRAME FOR ACTION
		Management confirmed that there are salary dollars and the positions will be included in the new model.		
3.	<b><u>Bill 168 Implementation Update</u></b>	<p>Management advised OPSEU that training completion rates range from 86% – 88%. The Ministry continues to monitor training completion.</p> <p>The further advised that workplace violence assessments are 98% completed with 88% of those discussed at joint Health &amp; Safety Committees to address identified risks.</p>	Management will provide further update at the next MERC.	Next MERC.
4.	<b><u>Tracking Sheet</u></b>	<p>Management advised that the tracking report was last utilized in 2008. They advised OPSEU that there is no resource available to update and manage the process.</p> <p>OPSEU responded that they believe the tracking sheet is a valuable tool to ensure items are not lost. They further stated they will review the process conducted at other MERCs and bring item back at the next MERC.</p>	OPSEU to review process.	Next MERC.
5.	<b><u>Local 615 LERC Referral</u></b>	OPSEU advised Management that they will be referring this item to CERC.	Referral to CERC.	
<b>NEW BUSINESS</b>				
1.	<b><u>Strategic Workforce Planning Initiative</u></b>	The SBU presented a concept for strategic workforce planning for discussion and input. The concept will be further developed following appropriate notification and disclosure.	The item will be returned to MERC within 6 months.	
2.	<b><u>Agency Staff</u></b>	<p>OPSEU has requested a list of fee for service non-Ministry employees (temporary agency staff) in the Ministry, with positions, work locations and duration of employment, be provided on a quarterly basis.</p> <p>Management will review and respond to the request.</p>	Management to review and respond to the request.	Next MERC.
3.	<b><u>Local 222 (Burlington) LERC</u></b>	The Parties discussed the referral and agreed to address	OPSEU and Management	By December

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED	TIMEFRAME FOR ACTION
<u>referral</u>	the issues jointly; continuing to support and encourage local Parties to meet and resolve issues.	to discuss with their appropriate delegates.	1 <sup>st</sup> , 2010.
4. <u>Mass Recruitment</u>	OPSEU requested that a list of the successful candidates in mass recruitment processes, as well as notification when Management refers to the list for subsequent staffing actions, be provided to the MERC Co-Chair.	Management will consult with the recruitment centres.  MERC will review the process.	Next MERC.

Ministry of Community and Social Services MERC Minutes of October 22nd, 2010 approved on \_\_October 22nd, 2010\_\_ by:



Roxanne Barnes, Co-Chair, OPSEU



Josephine Fuller, Co-Chair, Ministry