

**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, OPS Supervisor

**DATE:** August 20, 2010

**SUBJECT:** **Ministry of Community & Social Services  
ERC Minutes – June 11, 2010**

Attached, for your information, are the minutes of the above captioned meeting.

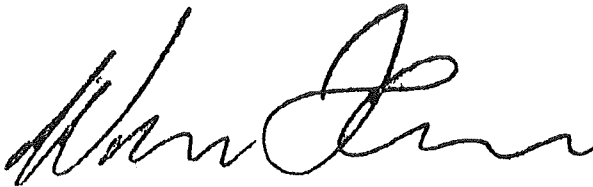
Please post or otherwise make them available to the members in your workplaces.

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  
OPS Supervisor

/gi  
att.

cc: MERC Chairs  
Ministry ERC

100 Lesmill Road  
Toronto, Ontario  
M3B 3P8  
Tel: 416-443-8888  
Fax: 416-448-7469

Toll free:  
1-800-268-7376  
TDD: 416-443-9898  
or 1-800-663-1070

opseu@opseu.org  
www.opseu.org  
OPSEU is affiliated  
with the OFL, CLC  
and NUPGE

100, chemin Lesmill  
Toronto (Ontario)  
M3B 3P8  
Tél: 416-443-8888  
Télé: 416-448-7469

Sans frais:  
1-800-268-7376  
ATS: 416-443-9898  
ou 1-800-663-1070

sefpo@sefpo.org  
www.sefpo.org  
Le SEFPO est associé  
à la FTO, au CTC  
et au SNEGSP



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

June 11th, 2010

OPSEU

MANAGEMENT

In Attendance:

Roxanne Barnes\*  
Cindy Hayes-Wright  
Shawn Lavery  
Stephen George

Josephine Fuller  
Les Babbage  
Nicholas Sapp (minutes)

Regrets:

Nancy Liston  
Hélène Bigras

\* 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>	Union requests information on whether or not there are SO7's and numbers of fee for service. Management confirmed that there are no SO7's.	Management to provide information on fee for service.	As soon as available.
2. <b><u>FRO Updates</u></b>	Management provided RbP initiatives for FRO.	See below.	
3. <b><u>RbP Updates</u></b>	Management provided copies of RbP initiatives. Parties reviewed documents. Union raised questions concerning public disclosure of specifics such as FTE numbers. Such numbers to be kept confidential until clarity is provided concerning disclosure.	Specifics will be shared with MERC once they become available.	August MERC meeting
	Union requested that Management clarify the disposition of ODSP FTE increases.	Management to clarify disposition of ODSP FTE increases.	Prior to June 15 <sup>th</sup> .

AGENDA ITEMS		DISCUSSION	ACTION REQUIRED	TIMEFRAME FOR ACTION
4.	<b><u>Developmental Services Facilities</u></b>	Management provided information concerning the remaining funds to be paid to OPSEU.	Breakdown recipients and funds paid to be provided by Management.	August MERC date.
5.	<b><u>ODSP Modernization</u></b>	Implementation dates have been communicated across the Division.	No action to be taken	
<b><u>BUSINESS ARISING FROM MINUTES:</u></b>				
1.	<b><u>Ministry File Review Committee (MFRC)</u></b>	<p>Union provided a brief overview of MFRC. The Union suggested that local training across the Ministry might be helpful. Both parties discussed issues relating to record keeping and current challenges with the MFRC.</p> <p>Union suggested MFRC could address grievance backlogs.</p>	<p>Management to provide breakdown of numbers of grievances referred back to the local, numbers referred to the GSB.</p> <p>Parties agree to discuss at the next MFRC.</p>	August MERC date.
2.	<b><u>Diversity Initiative Update – Accessibility Toolkit</u></b>	<p>Management presented the Manager's Toolkit to the MERC. Union raised concerns of not being consulted as a stakeholder.</p> <p>Management presented an update on the Diversity Mentoring program, including the goals of the Program and procedures for applicants, including online tools. The Union raised questions concerning the breadth of the mentoring program relating to the classification restrictions for candidacy. Management responded that the scope of the Program may be reviewed in the future.</p>	Management will consider the concerns of OPSEU and will reconsider the distribution of the tool kit. Matter to be reviewed at the next MERC meeting.	<p>June 30<sup>th</sup>, 2010</p> <p>August MERC date.</p>
3.	<b><u>Reports – WIN Capabilities</u></b>	Management provided a list of fixed term employees. Union requested more readable reports.	Management will contact Union to discuss conversion issues.	June 18 <sup>th</sup> , 2010.


	AGENDA ITEMS	DISCUSSION	ACTION REQUIRED	TIMEFRAME FOR ACTION
4.	<b><u>Auditor General's Report</u></b>	Management responded to Union questions concerning case load and sick time issues in ODSP as stated in the Auditor General's report. Current ODSP modernization initiative is intended to deal with current issues. Caseloads will be monitored on an ongoing basis and resources will be sought as required through the normal approval processes. Other efforts are underway to streamline service delivery. Issues relating to sick time are being reviewed by ODSP Program Managers based on the current policy and best practices. This work will incorporate new Employer policies in the future.	No action to be taken.	
5.	<b><u>Follow-Up North East Clerical Review</u></b>	Management has provided the names of Managers and Employees involved in the Regional Administration Committee and Management provided a copy of the final report. Management requested that this item be removed from the agenda.	No action to be taken.	
6.	<b><u>MERC Referral – Central West Region: Workload Issues, Special Needs Unit</u></b>	Union raised issues relating to the referral of LERC issues to MERC. Management responded to questions concerning workload resulting from an Special Services at Home (SSAH) vacancy. A Regional Office Functional Review is underway that includes the SSAH function.	Management undertook to share the results of the Review as soon as they are made available. Regional Office Functional Review to be included as a standing item.	Upon Management's final review.
7.	<b><u>MERC Referral – South West Region: Workload Issues (Vacant Positions)</u></b>	Management reviewed the issue. It relates to vacancies in the workplace relating in part to absences due to illness and retirement.	Management will fill vacancies as possible and attempt to address workload issues.	
<b><u>NEW ITEMS:</u></b>				
1.	<b><u>Emergency Management for G8/G20 Summits</u></b>	Union raised questions about plans for offices in downtown Toronto. Management responded that it is business as usual, but specific plans may be created for certain locations. Information sheets have been made available to	Management to update.	August MERC date.

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED	TIMEFRAME FOR ACTION
	employees and Managers. Continuity of Operations Plan provides for flexibility for vacations, work-from-home, and alternate work locations, should it be necessary. Security will be increased during the Summits.		
2. <b><u>Bill 168</u></b>	Union requested information on whether or not there would be an information roll-out of Bill 168 to employees. Management reviewed procedures and roll-out for Bill 168, including roles and responsibility of Management and Health and Safety Committees. The Union raised concerns online training vs. in-class training, and whether or not the training would be mandatory and for whom. Union requested information on how Management would address the potential risks of desk-side interviewing.	Management committed to clarify whether training is mandatory and whether in-class training would be available for all.  Management will undertake Workplace Violence Risk Assessments as part of the implementation of the requirements under Bill 168.	Prior to August MERC date.
3. <b><u>MERC Membership</u></b>	Union suggested that Management identify alternate members in the absence of the MERC Members.		

Ministry of Community and Social Services MERC Minutes of June 11th, 2010 approved on \_\_June 11th, 2010\_\_ by:



Roxanne Barnes, Co-Chair, OPSEU



Josephine Fuller, Co-Chair, Ministry