

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: February 20, 2008

SUBJECT: **Ministry of Community & Social Services
ERC Minutes – December 4, 2007**

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

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att.

cc: MERC Chairs
Ministry ERC

**MINISTRY OF COMMUNITY AND SOCIAL SERVICES
MINISTRY EMPLOYEE RELATIONS COMMITTEE (MERC)**
December 4, 2007

In Attendance:	<u>OPSEU</u> Roxanne Barnes (Co-Chair)* Liz Daubney Stephen George Shawn Lavery Ron Strong	<u>MANAGEMENT</u> Frank Caccia (Co-Chair) Lorraine Graham-Watson Barbara Nawrocki David Zuccato Andrea Aitchison (Resource Me
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Also in Attendance:
Netta DiNiro
Jaimee Goodman (Secretary)
Jamesene King
Ray Ladner
Alison Walton

* Indicates Chair of the Meeting

AGENDA ITEMS	DISCUSSION	ACTION REQ
<u>STANDING ITEMS:</u>		
1. <u>Review of Minutes</u>	<p>The August minutes were updated and hardcopies of both the August and October minutes were provided to OPSEU.</p> <p>Management agreed to capture the correspondence between the parties between meetings in the minutes.</p>	Management will the August and O minutes and prov to OPSEU.
2. <u>MERC Tracking Sheet</u>	There have been additional items added to the tracking sheet; however, since the last MERC meeting some items were closed.	Management will the tracking shee distribute it before meeting.
3. <u>Review of I & IT</u>	On November 20 2007 Management provided OPSEU with a letter that Gary Holling referenced at the October 2 2007 meeting from the Chief Information Officer of the Cluster to all Cluster staff with respect to work-life balance opportunities. Management also provided OPSEU with speaking notes presented at the Cluster LERC, sent to	

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	all Cluster staff and spoken to at the Cluster town hall meeting, with further information on the promotion of work-life balance.		
4. <u>Adoption Disclosure Unit</u>	<p>No further updates.</p> <p>A confidential disclosure was provided to OPSEU on November 28 2007.</p> <p>No further updates.</p> <p>The parties agreed to close this item.</p>	Management will close this item on the tracking sheet.	
5. <u>FRO Updates</u>	<p>Management notified OPSEU that Lois Bain has been hired as the new ADM at FRO, effective November 19 2007. Management also informed OPSEU that a memo went out in August to all staff on the FRO Case Management System (FCMS). Staffing and office setup are in progress, as is stakeholder engagement. The goal of the project is to implement a new case management technology solution that is predictable, reliable, responsive, and sustainable.</p> <p>Management advised OPSEU that the Business Relationship Manager for the FCMS is prepared to provide project updates at MERC. OPSEU stated that they were pleased with the FCMS update and requested that FCMS updates be provided to LERC as well.</p>	Management will follow-up on OPSEU's request.	Prior to the February MERC.
6. <u>Results Based Planning (RBP) Updates</u>	No updates.		
7. <u>Developmental Services</u>	<p><u>Developmental Opportunities</u></p> <p>Rideau Regional Centre (to October 31, 2007)</p> <p>→ Permanent Positions – 28 External to Facility – 7 Internal – 21</p>		

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	<p>→ Temporary Assignments – 98 External to Facility – 41 Internal - 57</p> <p>Huronia Regional Centre (to November 26, 2007)</p> <p>→ Permanent Positions – 38 External to Facility – 35 Internal – 3</p> <p>→ Temporary Assignments – 142 External to Facility – 63 Internal – 77</p> <p>Southwest Regional Centre (to November 20, 2007)</p> <p>→ Permanent Positions - 35 External to Facility - 24 Internal - 11</p> <p>→ Temporary Positions - 120 External to Facility - 57 Internal – 63</p> <p>Management indicated that the facilities continue to place residents in the community. OPSEU expressed concerns around contingency plans that are being developed. Management responded that family consent is still required in order to move residents into the community. Contingency plans were developed to aid in the placement of residents and to accommodate individual needs.</p> <p><u>Co-Start:</u> The parties agreed that this issue needs to be resolved quickly. Management indicated it is working with MCSCS and MGS to resolve the situation. Management also indicated that another 9 employees are scheduled for Co-Start training.</p>		

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	<p><u>VSD surplus schedule for 2008/09:</u> OPSEU requested a copy of the VSD Surplus Schedule for 2008/09. Management stated that the schedule is going through formal approval and that the schedule will be provided to OPSEU when confirmed.</p> <p><u>DS facility reports and newsletters:</u> OPSEU expressed concerns with an item in the Southwest Regional Centre newsletter. OPSEU also indicated that a piece of information pertaining to funding may be missing from the facility reports. Management will follow up on both of these items.</p> <p><u>MOA information session:</u> Management stated that they are arranging an information session with the LERC co-chairs to review the MOA. OPSEU inquired as to whether management can review the Hamilton Niagara Region bullying policy with the DS facilities as an information item. Management suggested that the parties discuss reviewing the bullying policy with the DS facilities in the upcoming MOA meeting.</p> <p><u>Job Postings</u> OPSEU stated that an incident occurred in one region whereby the region did not post temporary assignments 5 days in advance in the facilities. Management will follow-up on this issue.</p> <p>OPSEU also expressed concerns around the definition of "5 days" in terms of the posting requirement under the MOA. Management and OPSEU agreed that a reasonable definition of "5 days" would not include the first day that a job is being posted.</p> <p>OPSEU also requested a consistent approach to the file numbers they are provided in terms of the 5 day posting (clearing #, job #, or file #).</p> <p><u>Termination Entitlements:</u> OPSEU inquired as to whether a proper list was used to determine</p>	<p>Management will follow-up on OPSEU's concerns.</p> <p>Management will follow-up on this item</p> <p>Management agreed to communicate the definition of 5-days to HR staff.</p> <p>Management agreed to review the request</p>	<p>February MERC.</p> <p>Prior to the February MERC</p> <p>Prior to the February MERC.</p> <p>February MERC.</p>

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	the payout for the calculation of entitlements under the MOA as there was a concern that it contains ministry employees not entitled to benefits under the MOA.	Management will follow-up on OPSEU's inquiry.	
8. <u>Attendance Support Program</u>	Management contacted Health, Safety and Wellness MGS and confirmed that it continues to be their intention to corporately review the ASP in the 07/08 fiscal year. As part of their consultations with stakeholders on the Health and Wellness Framework, MGS noted the need to review the ASP and identified it as a priority area. MGS intends to continue to consult with its stakeholders.		
9. <u>Regional Administrative Boundary Alignment</u>	Management provided an update on RABA. MCSS will continue to look for ways to improve our capacity to align with RABA boundaries and collaborate with other Ministries in the areas of planning, information management, and administration. At this time the Ministry has no firm plans for any structural realignments of its current boundaries.		
10. <u>HR Transformation</u>	No updates.		
11. <u>Workplace Violence Prevention</u>	The Ministry has received clarification from MGS that the implementation of the Workplace Violence Prevention policy is not going to be managed centrally, but is the responsibility of each Ministry to implement as appropriate. The Ministry is reviewing the materials circulated by MGS and is considering how to best link this material and the existing Ministry program/region specific policies/procedures, including the recently presented Hamilton Niagara Region Workplace Bullying materials. The Ministry is beginning stakeholder consultations and as part of these consultations, the Ministry would like to involve the bargaining agents. OPSEU thanked the ministry and indicated it looked forward to the opportunity for input.		
<u>BRING FORWARD:</u>			
12. <u>ERC Terms of Reference</u>	On November 28 2007, Management provided OPSEU with four documents: a revised draft of a joint memo from MERC co-chairs, a memorandum of agreement with respect to ERCs, a sample joint		

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	<p>commitments document, and a referral form.</p> <p>On Dec 3, OPSEU requested clarification on 4 points in the ERC Terms of Reference. Management will follow-up on OPSEU's request. The parties agreed to aim to have the Terms of Reference signed between meetings.</p>	<p>Management will follow-up on OPSEU's request.</p>	<p>Prior to the February MERC.</p>
13. <u>OPS Ideas</u>	<p>Management provided a hardcopy of the OPS Ideas Quarterly report produced by MGS to OPSEU. OPSEU indicated that they are continuing to have difficulty accessing the system.</p>	<p>Management will follow up on system accessibility.</p>	<p>February MERC.</p>
14. <u>Unclassified Reports</u>	<p>The MCSS Redeployment Reports were provided to OPSEU on November 21 2007.</p> <p>The Parties discussed issues around preparation of the unclassified reports. OPSEU expressed concerns that inaccuracies in reporting may lead to employees not receiving their proper entitlements. Management stated that they are in the process of conducting a full review of our current reporting system based on feedback at previous MERC meetings. OPSEU requested that the template for the reports match the template that Huronia Regional Centre provides. Management will follow-up on OPSEU's request.</p>	<p>Management will follow-up on OPSEU's request.</p>	<p>February MERC</p>
15. <u>Woodstock Videoconferencing Project Update</u>	<p>Management provided OPSEU with an e-mail update on the Woodstock Videoconferencing Project on October 10 2007. The update outlined that, in 2004, the ministry introduced two videoconferencing pilot projects to extend/enhance access to specialized clinical services for adults living with developmental disabilities and co-existing mental health issues or challenging behaviour. The videoconferencing has been expanded through community networks in specialized care.</p>	<p>Close item on tracking sheet.</p>	
16. <u>2008 Meeting Dates</u>	<p>The parties agreed to close this item.</p> <p>A draft schedule of the 2008 MERC dates was sent out to all of the parties on October 22 2007.</p>	<p>Management will send out the final dates for 2008 MERC with meeting room information.</p>	<p>Prior to the February MERC.</p>

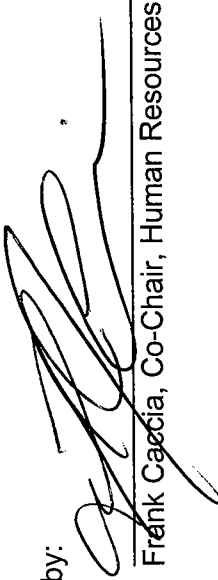
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	<p>The parties confirmed the MERC dates for 2008:</p> <p>February 7 2008 April 3 2008 June 3 2008 September 4 2008 November 4 2008 December 2 2008 (Tentative)</p>		
<u>17. Clerical Review</u>	<p>Formal disclosure of the clerical review was provided on October 15 2007.</p> <p>OPSEU inquired as to when the clerical review will be completed. Management will follow up on the timeline.</p>	<p>Management will follow up on the timeline for the clerical review.</p>	<p>February MERC.</p>
<u>18. Hamilton Plexiglass</u>	<p>Management sent OPSEU the most recent joint communication that was sent out to staff re: IBPS discussions in Windsor on October 10 2007.</p> <p>The parties discussed the plexiglass situation in Windsor and how it relates to Hamilton.</p>		
<u>19. Recruitment for CSRs in the North and North East Regions</u>	<p>Jamesene King, Manager, Northern Recruitment Centre, attended MERC by teleconference and delivered a presentation on the CSR Pilot. In an effort to identify opportunities for improvements and efficiencies to a lengthy recruitment process, a partnership was formed between the Northern Recruitment Centre and the North and North East Regions of the Ministry of Community and Social Services. Each recognizes that there is much effort put forth by both applicants and managers to filling positions, but that there is a great deal of duplication and repetition within the process due to the high volume of recruitment activity.</p> <p>OPSEU expressed concerns that the CSR Pilot was presented and discussed at CERC prior to it being brought forth at MERC. The parties will follow-up with their respective corporate offices to discuss the above concern.</p>	<p>OPSEU and Management to follow-up on this item with their corporate counterparts.</p>	<p>Prior to the February MERC.</p>

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	<p>Management confirmed that the 5 day posting requirement under the MOA for DS facilities will be adhered to prior to filling a vacancy for a CSR position in the North and North East Regions. OPSEU expressed concerns that an agreement was made with corporate OPSEU to automatically grant interviews to acting CSRs. OPSEU stated this may create inequity within the bargaining unit.</p> <p>Jamesene King informed OPSEU that a working group has been created to work on the implementation of the CSR pilot. OPSEU requested that the OPSEU co-chair be a member of the working group. Management's preference would be to also have an HR representative participate in the working group. OPSEU inquired as to whether there are any eligibility lists from previous CSR competitions in the North and North East that are still active. Management agreed to follow up on the request.</p> <p>Jamesene King agreed to provide regular updates on the CSR Pilot.</p>	<p>Management will follow-up on the status of the CSR eligibility lists in the North and North East Regions.</p>	<p>February MERC.</p>
<p>20. <u>Sault Ste Marie</u></p>	<p>On November 27 2007, Management requested that OPSEU refer this item back to the LERC as all reasonable efforts should be exhausted at the local level prior to referral of an issue to MERC. OPSEU denied Management's request.</p> <p>OPSEU raised two issues that occurred in Sault-Ste Marie. The first issue pertained to the referral process. The parties agreed that this issue has been resolved locally. The second issue pertained to Ontario Works completing ODSP work. OPSEU expressed concerns with the delay in resolving the second issue. Management explained that the delay occurred as a result of a misunderstanding as the issue was not defined in the referral. Management also indicated that the issue was brought forth at the ODSP subcommittee meeting to be resolved there; however, OPSEU stated that this was a MERC issue. The parties clarified the misunderstanding and Management is working to achieve a resolution.</p>	<p>Management will follow up on this item.</p>	<p>February MERC.</p>
<p><u>NEW BUSINESS:</u></p>			

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21. <u>The Provincial and Municipal review of the future of ODSP</u>	OPSEU stated that it has come to their attention that a Provincial and Municipal review of the future of ODSP is taking place. OPSEU requested details on the purpose and status of the review.	Management will follow-up on this item.	February MERC.
22. <u>Handling and Security of Confidential Documents</u>	OPSEU expressed concerns that shredding of confidential documents is being handled off-site. OSPEU stated that shredding should be performed in house. If confidential documents are to be handled off-site a member of the Ministry should be present to ensure the security of the documentation.	Management will follow-up on OPSEU's concerns.	February MERC.

Ministry of Community and Social Services
MERC Minutes of December 4 2007 approved on Feb 7, 2008 by:


Roxanne Barnes, Co-Chair, OPSEU


Frank Caecia, Co-Chair, Human Resources Branch