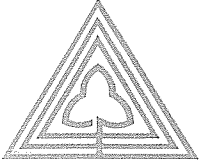


MEMORANDUM

OPSEU



SEFPO

Syndicat des Employé-e-s
de la Fonction Publique
de l'Ontario

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

FROM: Terry Baxter, OPS Supervisor/Negotiator

DATE: December 14, 2005

SUBJECT: **Ministry of Community and Social Services
ERC Minutes – September 20, 2005**

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 our 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,

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Leah Casselman
President

/cf
att.

Terry Baxter
OPS Supervisor/Negotiator

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cc: MERC Chairs
Ministry ERC

“CONFIDENTIAL TO LABOUR RELATIONS”

MINISTRY OF COMMUNITY AND SOCIAL SERVICES

**MINISTRY EMPLOYEE/EMPLOYER RELATIONS COMMITTEE (MERC)
SUBCOMMITTEE ON ONTARIO DISABILITY SUPPORT PROGRAM (ODSP)**

MINUTES – September 20, 2005

Location: 2 Bloor Street West, Toronto, Ontario

Duration: 10:30 A.M. to 2:00 P.M.

Co-Chairs: Norm Pilon Marni Campbell

Attendees: OPSEU	Management
Norm Pilon	Marni Campbell
Pam Smith	Maxine Daley
Carolle Hamilton	Joanne Grandame
Leanne Pold-DellaVedova	Pat Schlett
Ron Strong	Chris Tudela
Stephen George	

Guests: Clíodhna McMullin, Joe Lucas, Tony Magee, Sandy Pessione

Minutes: Carina Tuazon

Regrets: Roxanne Barnes

“CONFIDENTIAL TO LABOUR RELATIONS”

1.0 Minutes

1.1 Sign off of July 2005 Minutes

- The Union signed the July 2005 Minutes.

1.2 Review/Sign off of August 2005 Minutes

- The Union provided their revisions to the August 2005 minutes.

Action Item: SAMO to revise the August 2005 Minutes for sign off by the Union at the next meeting.

2.0 Business Arising

2.1 Review of Action Items

- The Subcommittee reviewed action items from the August 2005 meeting.
- The parties agreed to invite the Ottawa LERC members to the October 2005 meeting in Ottawa. A memo to inform Regional Directors regarding the two-day meeting will be sent as soon as possible.
- Vendors of record who have indicated interest in the Evaluation of Delivery Framework Project have been scheduled for interviews with the Subcommittee Co-Chairs.
- Responses to JPSP e-mail enquiring about revised program standards were sent on August 23, 2005.
- The drafts of the procedure for monitoring the JPSP E-mail account and the acknowledgement template were reviewed and approved by the group with minor change.
- Information materials regarding the Jobs Now project were handed to the group.
- Two Joint Communications, one regarding information products and the other regarding SDMT ergonomic improvements were sent to all ODSP staff on August 29, 2005 and September 8, 2005, respectively.
- A draft of the Communication Protocol will be presented at the October 2005 meeting. The Union requested that a copy of the draft be sent to the group prior to the meeting to allow time for review.
- The French translation of application questions in SDMT will be completed by the end of next week. The next step is a desk top publishing exercise to match the wording to all of the screen shots for the job aid. Estimated timeframe for completion is 60 days.

Action Items:

- 1. SAMO to send memo to Regional Directors regarding the October 2005 meeting in Ottawa.***

“CONFIDENTIAL TO LABOUR RELATIONS”

2. SAMO to send the draft copy of the Communication Protocol to the group prior to the October 2005 meeting.

2.2 JPSP/Memorandum of Agreement

- The Subcommittee continued discussion regarding the development of a training package on grievance prevention and resolution. A draft outline for the proposed training was shared by the Human Resources Branch representative.
- After an in-depth discussion, the parties agreed to seek a vendor of record who has expertise in conflict resolution and labour relations to develop and facilitate the training. The proponent will be asked to work in collaboration with local representatives.
- Letters will be sent to Vendors of Record who will be jointly chosen by the parties.
- The group agreed to have further discussion regarding timeframe for training delivery.
- Both parties agreed to defer the review of MOA/Schedule A to next meeting.

Action Items:

- 1. SAMO to draft the Letter to Vendors of Record.***
- 2. The Union to provide proposed list of vendors to Management.***

2.3 Review of Terms of Reference

- Both parties agreed to defer the review of Terms of Reference to next meeting.

3.0 New Business

3.1 SDMT Ergonomic Assessment Update

- The Human Services Cluster (HSC) representative presented a status update on the recommended changes to the Service Delivery Model Technology (SDMT) as described in the “Ergonomic Assessment of the SDMT User Interface for ODSP” which was previously presented to the Subcommittee on August 17 and November 18, 2004.
- The group requested the list of recommendations that will be addressed by SDMT Release 6.1 and those which are in the release planning process awaiting release date. HSC representative will obtain information and provide to SAMO for distribution to the group.

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Action Item: SAMO to distribute further information from HSC regarding SDMT Ergonomic Assessment to the group.

3.2 ORU/Sponsorship Initiative

- The group agreed to defer agenda item to next meeting.

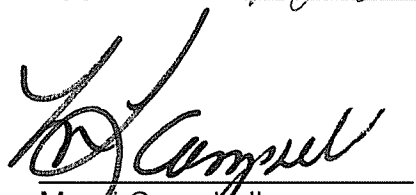
3.3 Director of ODSP Policy Branch – Visit

- The Director of ODSP Policy Branch provided an overview of what is happening in ODSP. Focus is on streamlining processes and improving the Employment Supports program.
- The Union discussed some issues concerning CVP resources, MSN, SDMT, FSW, Special Diet, Intake and CSUB. The Union also raised some concerns with the continuing growth of the program and encouraged maximizing staffing capacity to meet program requirements.
- The Union will finalize and provide the paper outlining these concerns to the ODSP Policy Branch Director.
- The group agreed to invite back the Director of the ODSP Policy Branch in the future.

Action Item: The Union to finalize and provide paper outlining their concerns to ODSP Policy Branch Director.

4.0 Meeting Adjourned

Approved on November 14, 2005 by:



Marri Campbell
Management Co-Chair



Norm Pilon
OPSEU Co-Chair

OPSEU



SEFPO

FOR MERC ACTION

Strategic Action from Local Employee Relations Committee
(to be used when an issue is not resolved at LERC table)

Ministry:

Workplace Location:

Local #:

Please use a Separate Form for Each Unresolved issue.

- ✓ Please include the specific details about the issue.
- ✓ Provide any documentation that may assist the discussion at your Ministry Employee Relations Committee (MERC).

Is the issue related to (please ✓):

- | | |
|---|--|
| <input type="checkbox"/> Job Security and Article 20 | <input type="checkbox"/> Reasonable Efforts - Divestment |
| <input type="checkbox"/> Employer's Corporate Initiative and work re-organization | |
| <input type="checkbox"/> Enforcing the Contract | <input type="checkbox"/> Contract Interpretation |
| <input type="checkbox"/> Health and Safety | |
| <input type="checkbox"/> Other: (please identify) | |

Statement of the Issue:

The Resolution sought by your Local Employee Relations Committee (LERC):

Date Issue was declared unresolved by your LERC:

Is the Relevant material attached? Yes No

LERC Minutes dated:

Correspondence. Please list:

Local ERC Member Contact

Name:

Home #:

Address:

Work #:

**FORWARD to: OPSEU Job Security Unit, 100 Lesmill, Toronto, Ontario M3B 2P8
Fax: (416)448-7462**