

MEMORANDUM

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

FROM: Ruth Hamilton, A/OPS Supervisor

DATE: September 22, 2010

SUBJECT: **Ministry of Community and Social Services –
ODSP Sub-Committee
ERC Minutes – September 21, 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
A/OPS Supervisor

/pb

att.

cc: MERC Chairs
Ministry ERC

AGENDA ITEM	DISCUSSION	ACTION
<p>Guest:</p> <ul style="list-style-type: none"> • Ray Ladner 	<p>home position in Eastern, South East and Toronto will be notified of their first opportunity to elect Article 20 on September 30, 2010 and employees in Central East, Central West and Hamilton/Niagara will receive notification on November 15, 2010.</p> <p><i>Pre-Phase 1 Caseworker Competition</i></p> <ul style="list-style-type: none"> • Management noted that the pre-Phase 1 competition in South West, Northern and North East Region had closed and that the majority of Client Services Representatives had opted to participate. • It is anticipated that the competition process in these Regions will be completed by the second week of October. • Management noted that the interview process for the competition had been standardized for all sites, and that it includes an oral and written component, as well as a role-play exercise. • Invitations were issued on September 20, 2010 to staff with a home position of Client Service Representative in Eastern, South East and Toronto Regions. Invitations in Central East, Central West and Hamilton/Niagara will be sent on September 24, 2010. • The Union questioned if any parameters were set for the composition of the interview panel. • Management noted the panel could be made up of ODSP Managers, acting managers, managers from outside of the program, or a mix. 	

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	<ul style="list-style-type: none"> • Management confirmed that costs would be covered based on the travel and relocation directives and would be reviewed on a case by case basis. • The Union questioned if accommodation for persons with disabilities was covered under either of the directives. • Management responded that this was not covered under these directives, but that the ministry has a duty to accommodate. • The Union asked where the job ads were being posted to. • Management noted that the advertisements are being posted in colleges and universities with social services programs and relevant community associations. • The Union asked if the revised job specifications were included in the posting. • Management confirmed that the revised job specifications were part of the posting. • The Union questioned if there was anything related to relocation expenses included in the job ad. • Management responded that this information was not included as this was an open competition and it would not be information provided to the general public. <p><i>Resume Writing and Interview Skills Workshops</i></p> <ul style="list-style-type: none"> • Management informed the Subcommittee that a vendor had been selected to develop the workshops for employees with a home position 	

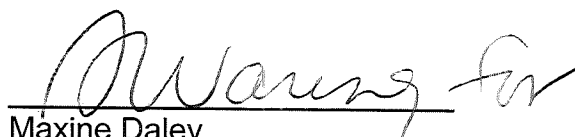
AGENDA ITEM	DISCUSSION	ACTION
	<ul style="list-style-type: none"> • Regional Coordinators will facilitate orientation sessions with all staff on the changes to the business processes prior to implementation. • ODSP staff will receive a copy of the binder as part of orientation and the revised processes will be posted to the SAMO Extranet. • It is anticipated that once the business processes are implemented there may be further opportunities for streamlining or revision. Feedback will be incorporated into future changes. <p><i>Local Delivery Structures</i></p> <ul style="list-style-type: none"> • Management noted that local delivery structures for Phase 1 regions have been completed. • The Union indicated that they have heard that some regions continue to discuss specialization. • Management confirmed that there would be no specialization in the regions and committed to continuing to stress that point with the Regions. <p><i>Performance Management Tools</i></p> <ul style="list-style-type: none"> • Management indicated that draft performance management tools and processes had been developed to support Client Service Representatives during their temporary assignments as Caseworkers in order to help them meet the requirements of the new position. • These tools will be available to managers when Phase 1 is implemented on October 4, 2010. 	<ul style="list-style-type: none"> • Management will share the draft performance management tools with the Union.

AGENDA ITEM		DISCUSSION	ACTION
Business Arising			
3.1	Social Assistance Regulation Changes	<ul style="list-style-type: none"> Management noted that there would be a regulation amendment to increase social assistance rates by 1% in November 2010 for ODSP and December 2010 for Ontario Works. 	
Meeting Adjourned			

Approved on September 21, 2010 by:



Stuart McInnes
OPSEU Co-Chair



Maxine Daley
Management Co-Chair

Next Meeting: Tuesday, October 19, 2010