

## MEMORANDUM

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

**FROM:** Ruth Hamilton, OPS Supervisor

**DATE:** October 28, 2011

**SUBJECT:** **Ministry of Community and Social Services  
Ontario Disability Support Program (ODSP)  
ERC Minutes – September 13, 2011**

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Attached, for your information, please find the minutes of the above captioned meeting(s).

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

You will also find attached a MERC referral form which should be used when referring unresolved local issues to the ministry level. We request that you provide the Job Security Group with all supporting documentation, (i.e. 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

/sk  
att.

cc: MERC Chairs  
Ministry ERC

MINISTRY OF COMMUNITY AND SOCIAL SERVICES

MINISTRY EMPLOYEE RELATIONS COMMITTEE (MERC) SUBCOMMITTEE OF  
ONTARIO DISABILITY SUPPORT PROGRAM (ODSP)

FINAL MINUTES – September 13, 2011

**Location:** ODSP SUBCOMMITTEE OF MERC REGIONAL ROADSHOW  
London Regional Office, 217 York Street

**Duration:** 9:00 A.M. to Noon

**Co-Chairs:** Dylan Lineger and Maxine Daley

**Attendees:**

OPSEU	Management
Dylan Lineger (Co-Chair)	Maxine Daley (Co-Chair)
Lindsay Sutton	Chow Ying Wong
Cindy Kraakman	Tony Magee
Stuart McInnes	Ellen Stevenson
Nancy Lewis	Nancy Sauvé
	Susan Pettersone
	Susan Waring

**Regrets:** Roxanne Barnes, Mario DiCaire, Stephen George

**Guests:** June Livingston, South West Regional Employee Relations Committee Members


**Minutes:** Zoë von Nostitz-Tait

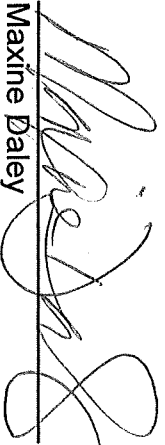
AGENDA ITEM	DISCUSSION	ACTION
<p><b>New Business</b></p> <p><b>1.1 Review of Agenda/Action Items</b></p>	<ul style="list-style-type: none"> <li>Action item updates addressed as part of the agenda.</li> </ul>	
<p><b>ODSP Modernization</b></p>		
<p><b>2.1 Job Trades</b></p>	<p><b>Job Trades</b></p> <ul style="list-style-type: none"> <li>Job trades and lateral processes compared: <ul style="list-style-type: none"> <li>Both involve registering with <i>HROntario</i>.</li> <li>With job trades, there are 2 occupied positions.</li> <li>With lateral transfers, there is one occupied position and 1 vacant position.</li> </ul> </li> <li>"OPSEU Job trades Pilot" is being extended and will be up-and-running in a few months, allowing employees to register with <i>HROntario</i> for a job trade without having to complete an <i>Employee Portfolio</i>.</li> <li>Not having to complete the multi-paged <i>Employee Portfolio</i> is an advantage to staff.</li> <li>The <i>Ministry Employee Relations Committees</i> will submit its recommendations (what classifications to include) related to the expedited process to the <i>Central Employee Relations Committee</i> by November 1, 2011.</li> <li>In the meantime, the moratorium on job trades within ODSP has been lifted.</li> <li>Union recommended that current business as usual approach to job trades should be communicated to the ODSP Managers.</li> <li>Union questioned whether job trades registrations expire within a year.</li> </ul>	<ul style="list-style-type: none"> <li>Management will communicate current business-as-usual approach to job trades to ODSP Managers, and will clarify the process and timelines related to job trade. <del>registration.</del></li> </ul>

AGENDA ITEM	DISCUSSION	ACTION
	<ul style="list-style-type: none"> <li>Management recommended the following website for information about job trades: "MYOPS", under "Employee Services", under "Employee Transition".</li> </ul> <p><b>Lateral Transfers</b></p> <ul style="list-style-type: none"> <li>Discussions related to resuming lateral transfers for employees within ODSP are ongoing.</li> </ul>	<ul style="list-style-type: none"> <li>Management committed to communicating the process related to lateral transfers once the decision has been made.</li> </ul>
2.2	<p><b>Recruitment Update</b></p> <ul style="list-style-type: none"> <li>Wave 2 &amp; 3 regions will finish Phase 2 Caseworker competitions by the end of September/early October.</li> <li>In Wave 1, Northern and South West regions have vacancies remaining after the completion of Phase 2.</li> </ul>	
<b>Business Arising</b>		
3.1	<p><b>Communication Protocol</b></p> <ul style="list-style-type: none"> <li>Management provided overview of the draft Communication Protocol.</li> <li>Management discussed ODSP Subcommittee of MERC feedback with the Union.</li> </ul>	<ul style="list-style-type: none"> <li>Management committed to: <ul style="list-style-type: none"> <li>Addressing the feedback received, making the necessary changes, finalizing and distributing the protocol to the field.</li> </ul> </li> </ul>
3.2	<p><b>Mandatory Special Necessities</b></p> <ul style="list-style-type: none"> <li>Management provided an update in relation to the issues raised and strategies to address them.</li> <li>Management reported that they will be establishing a working group of frontline staff to explore solutions to issues raised by the ODSP Subcommittee of MERC related to MSN.</li> <li>Management has requested representation from the ODSP MERC Subcommittee Union</li> </ul>	<ul style="list-style-type: none"> <li>Union will provide a contact for the working group.</li> <li>Management will provide updates on the MSN initiative.</li> </ul>

AGENDA ITEM	DISCUSSION	ACTION
3.3 Social Services Solution Modernization Project – General Update	<p>members.</p> <ul style="list-style-type: none"> <li>The project team provided a general update on the Social Services Solution Modernization Project.</li> <li>The Online Application went live May 16, 2011.</li> <li>There will be a single province-wide implementation of the technology/solution to replace SDMT.</li> <li>Extensive testing will precede implementation.</li> <li>20 First Nations communities have opted in.</li> <li>Final implementation in Spring 2013.</li> <li>Union asked if frontline staff will be involved/engaged with testing.</li> <li>The project team responded that frontline staff will be involved with design and engagement sessions across the province, beginning fall 2011.</li> </ul>	
3.4 ODSP Subcommittee of MERC Evaluation Meeting Adjourned	<ul style="list-style-type: none"> <li>Completed.</li> </ul>	

Approved on September 13, 2011 by:

  
 Dylan Lindeger  
 OPSEU Co-Chair

  
 Maxine Daley  
 Management Co-Chair

Next Meeting: Tuesday, October 12, 2011