

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: Brian Gould, OPS Supervisor

DATE: February 11, 2010

SUBJECT: **Ministry of Community and Social Services –
ODSP Sub-Committee
ERC Minutes – January 12, 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.

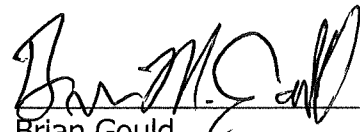
PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,



Warren (Smokey) Thomas
President



Brian Gould
OPS Supervisor

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att.

cc: MERC Chairs
Ministry ERC

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FINAL MINUTES**

1.0 Business Arising

- The Union informed the Subcommittee of changes in their membership and noted that Carolle Hamilton would no longer be a participating member. The Subcommittee thanked Carolle for her dedicated service.

1.1 Review of Minutes/Action Items

- The minutes of the October, November and December meeting were reviewed.
- The October and November minutes were approved and it was agreed that the December minutes would be revised for approval at the February meeting.
- The Union asked if Management had considered their proposal to initiate a “live minute” process whereby minutes for each meeting would be completed and agreed upon during that meeting.
- Management noted this suggestion and agreed to pilot “live minutes.”
- **Action: Management agreed to pilot “live minutes” with the Subcommittee beginning with the February 2010 meeting.**
- With the agreement to record the discussions related to Modernization within the minutes effective December 2009 the Union requested a review of confidential key notes from the previous meetings with a view to sharing more broadly as much information as possible. Management agreed with this approach.
- **Action: Management committed to review all previous key notes and respond at the February Subcommittee meeting.**

1.2 Schedule of Meetings Dates for 2010

- It was agreed that meeting times needed to be expanded and will now begin at 9:30 a.m. and conclude at 3:00.
- The schedule of meeting dates for 2010 was reviewed and finalized.
- **Action: Management to send notification to Regional Directors regarding the approved schedule.**

1.3 Overview of the Provincial Audit and the Ministry Action Plan

- **Action: Due to time constraints, this agenda item was postponed to the February meeting.**

2.0 New Business

2.1 ODSP Modernization – Working Group

- Management proposed establishing a working group or working groups on an as-needed basis in order to discuss Modernization related issues between the regularly scheduled Subcommittee meetings.
- Management further noted that this would allow for timelier discussions and would allow for better input and feedback opportunities prior to items moving forward to senior management for approval.
- The Union indicated that Management would need to establish parameters around the purpose of the working groups before they could forward names to

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participate and suggested that the working groups not be limited to only members of the Subcommittee.

- **Action: Management agreed to establish working group parameters and share with the Union.**
- Management questioned what the Union saw their role to be in relation to the service delivery model planning/development phase of modernization.
- The Union noted that they are there to represent the interests of ODSP staff and that they can assist in the initiative without needing to take ownership.
- The Union further noted that they did not negotiate the new staffing model but that they are willing to work with Management to ensure a smooth transition for staff.
- The Union commented that they are looking for an opportunity to have input through responses to the information being shared with them; however, this is reliant on open communications and earlier sharing of information.
- The Union suggested that a communication protocol be established to ensure that information is appropriately shared with the Subcommittee in a timely fashion.
- **Action: Management committed to greater transparency moving forward and to earlier information sharing.**
- **Action: Management committed to presenting more detailed overview status updates on Modernization moving forward, including updates on service delivery planning for each work stream and area of focus.**

2.2 ODSP Modernization – Implementation Plan

- Management informed the Union that they had received approval from the Deputy Minister on the project implementation plan.
- Management provided details on their field communication and staff engagement plan. The plan provides context for the project and includes information on high-level time lines and what is planned throughout implementation with each position.
- Management noted that there is a sequencing of distribution for the communication material so that all ODSP staff will receive the information at the same time.
- All staff will receive the information during the week of January 18, 2010 so that they are provided with adequate time to review the information in detail.
- Regions will have flexibility as to when to discuss the information (i.e. team meetings, office meetings etc.) but Regional Coordinators will be expected to discuss the information with ODSP staff by February 12, 2010.

2.3 ODSP Modernization – Project Recruitment

- Management informed the Subcommittee that they had filled many of the project team positions on a temporary basis for up to 5.5 months, pending competition.
- It is expected that these positions will be posted for competition in early February.

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- The Union expressed concerns that the temporary opportunities had been filled through managers' identifying potential candidates and that staff have questioned why one person was nominated over the others.
- Management explained that inviting expressions of interest was not an option that was left open to them, and that it was necessary to ensure that the required work would be done pending the filling of the temporary opportunities through the competitive process.
- The Union further commented that the temporary opportunities could provide those individuals with an advantage during the competition.
- Management responded that the outcome of the competitions will depend on how well all employees in the competition do in the competitive process, including their interviews.
- **Action: Management indicated that they would bring any similar issues to the table in the future and noted that, although a practical alternative may not be available, at least information could be shared in advance.**

2.4 ODSP Modernization – ODSP Staffing Strategy Update from December Meeting


- Management reviewed the staffing strategy and the key messages that were used to communicate the staffing strategy to Union representatives and to staff. The review confirmed that the strategy and related communications did identify that, generally, for restricted competitions the area of search would be restricted to OPS employees within 125 km. of the office with the vacancy.

3.0 Meeting Adjourned

Approved on February 10, 2010 by:



Maxine Daley
Management Co-Chair



Stuart McInnes
OPSEU Co-Chair