

MEMORANDUM

TO: All Presidents with members in the Ministry of Culture
All Stewards in the Ministry of Culture

FROM: Brian Gould, OPS Supervisor

DATE: November 26, 2009

SUBJECT: **Ministry of Culture**
ERC Minutes November 26, 2009

Attached, for your information, are the minutes of the above captioned meeting.

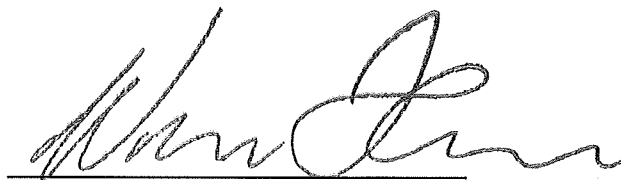
Please post or otherwise make them available to the members in your workplaces.

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.

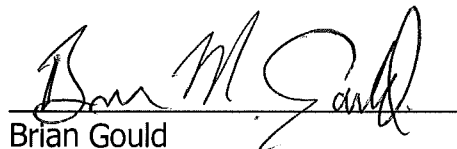
PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,



Warren (Smokey) Thomas
President



Brian Gould
OPS Supervisor

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att.

cc: MERC Chairs
Ministry ERC

MINISTRY OF CULTURE
MERC MEETING MINUTES

Date: November 26, 2009

Location: Ontario Media Development Corporation, 175 Bloor St E, South Tower, Suite 501, Large Boardroom

FOR OPSEU:

John Carter (Co-Chair)
Anthony Marinucci (OSC)
David Pohlko (OSC) - regrets

Judith Marion (Job Security Officer)

FOR THE EMPLOYER:

Bob Hogan (Meeting Chair)
Raina Wells (OMDC)
Joanne Benard

Jared Friesen (Advisor)

Guests: Patricia Powell (Emergency Management), Heather Taylor (Corporate Resources), Diane McArthur (OSS), Richard Moorhouse (OHT)

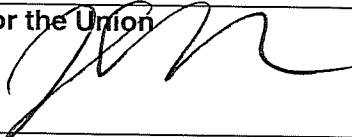
Recorder: Cathy Luna (Human Resources)

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
1. Previous Minutes	Minutes of September 16, 2009, meeting are signed and posted.	
2. BUSINESS ARISING: (Updates)		
a) LERC referral to MERC	The LERC referral form on the OPSEU site is for internal OPSEU purposes. Committee agreed that the MERC co-chairs will draft a letter to MCL LERC Co-chairs reminding them about the frequency and scheduling of meetings, sign-off and forwarding of minutes to MERC, and referral process.	MERC Co-chairs to draft a letter to LERC Co-chairs.
b) HR Transformation	Management confirmed that this item is being addressed at the local level. The Manager, Team 4 of Toronto Regional Service Delivery Centre has attended a Culture Programs meeting and a Policy Branch meeting within the Culture Division, MCL to provide information related to HR transformation, scope of services available and key contacts for staff. Meetings will be scheduled with the two remaining units, Culture Services Unit and Agencies Unit, in the future.	Remove from agenda.

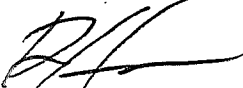
AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
	<p>Union indicated that staff still have not received information related to a list of "who does what" in HR and confirmation of staff's points of contact on HR matters. Management confirmed that the point of contact for staff is their manager and their HR Advisor. A list of all HR Advisors is available on MyOPS through the Regional Services Delivery Centres (RSDC) homepage.</p>	
<p>c) Continuity Planning-H1N1</p>	<p>The Emergency Management Coordinator provided an update on H1N1, and confirmed that the MCL/MCI/MTR Pandemic Influenza Preparedness Plan is available on the emergency management web page which is accessible from any of the 3 ministries' intranet home page.</p> <p>OPSEU inquired how the Employer would be addressing the attendance support thresholds due to H1N1. Management confirmed that there has been no corporate direction to modify attendance support thresholds at this time.</p> <p>OPSEU inquired as to why the H1N1 vaccine was not distributed in the workplace. Management indicated that the Ministry of Health's decision was to have the vaccine distributed to the public via Public Health Units, however, they are investigating the possibility of having a wider distribution of the vaccine. The seasonal flu vaccine will be available through the OPS work clinics in mid December.</p>	<p>Remove from agenda.</p>
<p>3. STANDING ITEMS</p>		
<p>a) MERC Terms of Reference</p>	<p>Management provided proposed language to OPSEU on October 7, 2009 for the MERC T.O.R.</p> <p>OPSEU confirmed that it had agreed to the new proposed language for section 5.1 iii. The Union will provide a draft proposal for the T.O.R for management's consideration.</p>	<p>OPSEU to provide proposal.</p>
<p>b) OPS Staff Survey 2009</p>	<p>Management provided Employee Engagement updates related to their respective program areas:</p> <p><u>Culture Division:</u> The Division reported that survey results have been shared at unit meetings and</p>	<p>Management to provide an update at the next meeting and will respond to request under separate cover.</p>

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
	<p>four staff focus group sessions were held and well attended. Staff were probed on key areas and discussions at those sessions will inform the action plan. Notes from the focus groups are posted on SharePoint. It is anticipated that each action item will have its own team and Executive Sponsor and that these teams will be formed in December. The Union felt that the forums for staff input were positive.</p> <p><u>Ontario Seniors Secretariat:</u> The Secretariat reported that all staff at OSS is in the process of a strategic planning exercise and has incorporated mission, vision, values and employee engagement discussions into it. There is currently no divisional employee engagement report for OSS due to the small sample size.</p> <p><u>Ontario Media Development Corporation:</u> OMDC indicated that there is a standing committee for employee engagement for the past 2 years. Results were shared with the management team and confirmed that there was a high participation rate and overall, staff were proud to be working for OMDC. Results and focus groups to engage staff further is anticipated to occur in the new year.</p> <p><u>Ontario Science Centre:</u> OSC indicated that participation rates have improved significantly compared to 2007 participation rates. The top two focus areas for OSC are opportunities for growth and advancement, and organizational communication. An employee engagement team comprised of staff and management has been formed and is currently meeting. Staff sessions will be occurring shortly to engage staff further and information obtained from these sessions will inform action planning.</p> <p><u>Ontario Heritage Trust:</u> The Trust indicated that staff were brought together to share the results. Staff and management focus groups are currently underway to engage staff further on key focus areas (leadership practices, organizational communication, and workplace culture and morale). A staff committee has been formed and the Executive Director is also meeting with Local Stewards. There is also an open forum for staff discussions to occur between staff and the Executive Director on a bi-weekly basis. A workshop related to 'discrimination and WDHP training' is also being provided to staff.</p> <p>Union requested individual reports for each division and 2007-09 summary of action plans as a wrap-up summary.</p>	

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
c) Unclassified List	Management provided the unclassified lists (data to end of August 2009) to MCL MERC Co-Chairs on October 7, 2009.	Management to provide list during the next quarter.
d) Expenditure Management and RbP – Update	Management provided an update related to expenditure management and RbP process.	Management to provide an update at the next meeting.
4. NEW BUSINESS		
a) Attendance Support Threshold	OPSEU inquired how the Employer would be addressing the attendance support thresholds due to H1N1. Management confirmed that MGS has been examining general absence patterns and trends and have not noted any changes. There is no corporate direction to modify attendance support thresholds at this time.	OPSEU to refer back to CERC.
b) Year End Reporting of Ministry Grants	<p>OPSEU shared an item referred from MCL LERC (400 University Avenue) and inquired for the reason of the change in the grants administration to the Ontario Libraries Services. The transfer payment is now administered through a 3rd party and OPSEU indicates that this work was previously done by bargaining unit staff.</p> <p>Management agreed to review the item and respond.</p>	OPSEU will provide additional information to management (MCL MERC Co-chair) for investigation.
c) Ministry Correspondence System	<p>OPSEU indicated that there are staff concerns related to the correspondence tracking system as there are set performance standards related to staff providing input by a specific date. The concern is that if management grants an extension to a date, the automated system continues to identify that the deadline is not met through a 'red flag'.</p> <p>Management confirmed that this is an OPS wide system and the committee agreed to refer this to CERC.</p>	OPSEU to refer to CERC.
d) 2010 Meeting Dates	Committee agreed to meet February 23 (OPSEU location), May 27 (400 University Ave), September 16 (OPSEU location), and November 18 (Ontario Science Centre). Meetings will be scheduled from 9:30 a.m. to 12:30 p.m.	
NEXT MEETING:	February 23, 2010 at an OPSEU location.	

For the Union


Date
 November 26, 2009

For the Employer


Date
 November 26, 2009