

## MEMORANDUM

**TO:** All Presidents with members in the Ministry of Health and Long-Term Care  
All Stewards in the Ministry of Health and Long-Term Care

**FROM:** Brian Gould, OPS Supervisor/Negotiator

**DATE:** October 9, 2008

**SUBJECT:** **Ministry of Health and Long-Term Care  
ERC Minutes – August 15, 2008**

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

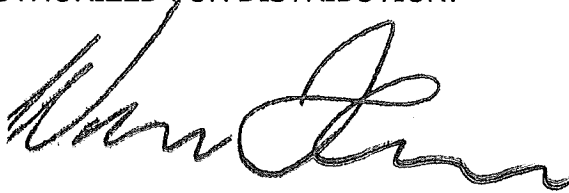
Please post or otherwise make them available to the members in your workplaces.

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.

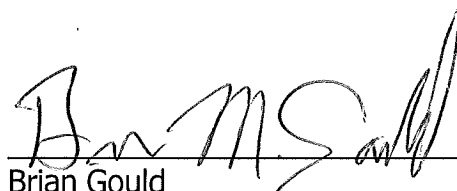
**PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.**

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,



Warren (Smokey) Thomas  
President



Brian Gould  
OPS Supervisor/Negotiator

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att.

cc: MERC Chairs  
Ministry ERC


Ministry of Health and Long-Term Care  
MERC Meeting Minutes  
August 15, 2008

<b>Management</b>	<b>Union</b>
D. Cameron	P. Fry-Smith
H. Cooper	C. Lochan
D. O'Blenes for G. Shaw	M. McDonald
N. Paul	D. Wiley
L. Mayerhofer	M. Simmons
Guest: Grace Fowler	
<b>Regrets</b>	
J. Bartley	
A. O'Neill	

The meeting was called to order with Management chairing.

<b>Agenda Items</b>	<b>Discussion</b>	<b>Action Required</b>	<b>Follow Up</b>
1. Previous Minutes June 2008	Minutes were discussed.	Post on ministry website after sign off.	
2. Position Descriptions	Management confirmed that 6 new position descriptions had been sent through the disclosure process.		
3. Operation of the Local Employee Relations Committees	Parties continued to discuss the use of LERC Terms of Reference templates. A standard template document will be discussed at the next meeting.	OPSEU to forward a copy of a template that has been circulated.	

Agenda Items	Discussion	Action Required	Follow Up
4. Grievance Administration Project	The Parties gave an update on the June GAP meetings at MHCP. There was discussion on the possibility of using a similar process at the labs. Update given on MOHLTC LERC training. The union requested a current list of MGS sessions.	Parties to discuss GAP process at labs.  Management to circulate list of MGS training sessions	
5. Workload Issues Public Health Labs	Public Health Labs: Data entry workload volume reviewed. Ongoing discussions will continue.	Item to remain on agenda for updates.	
6. Establishment of Joint Health and Safety Committees	Master list of JHSC discussed.	Union to follow up on worker representatives and forward information next month.	Worker representatives to be identified.
7. ServiceOntario	No updates. The union requested a list of individuals on secondment from ServiceOntario.	Management to provide secondment list.	
8. Quarterly Unclassified Employee List	The quarterly June unclassified list was reviewed and WIN reporting functions discussed.	Next list to be provided for September.	
9. EHS Pilot Project	Management discussed a pilot project that is to assist in the design of an organized system for the regional coroner.	Item to remain on the agenda for updates.	

  
P. Fry-Smith

  
J. Bartley

OPSEU

MOHLTC