

**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:** 04 December 2007

**SUBJECT:** **Ministry of Health and Long-Term Care  
ERC Minutes – August 8, 2007**

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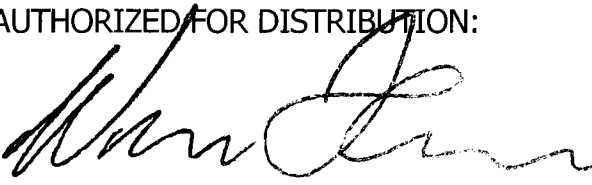
Attached, for your information, are the minutes of the above captioned meeting.

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.

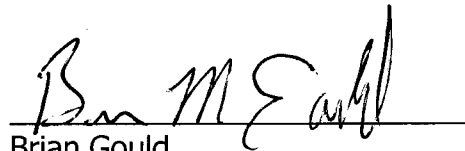
**PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.**

AUTHORIZED FOR DISTRIBUTION:



Warren (Smokey) Thomas  
President

IN SOLIDARITY,



Brian Gould  
OPS Supervisor/Negotiator

/fs  
att.

cc: MERC Chairs  
Ministry ERC

Ministry of Health and Long Term Care  
MERC Meeting Minutes  
Date: August 8, 2007

<b>Management</b>	<b>Union</b>
J. Bartley	P.Fry-Smith
L. Wendel	C. Lochan
H. Cooper	M. McDonald
D. O'Blenes for B. McCauley	M. Simmons
L. Mayerhofer	
<b>Guests:</b>	
A. McColl	K. Smith
<b>Regrets:</b>	
N. Paul	D. Wiley

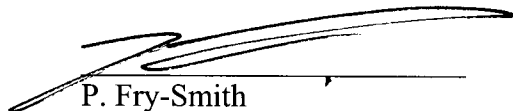
The meeting commenced with Management welcoming guests Ann McColl and Kathy Smith, Kingston LERC Co-Chairs.


<b>Agenda Items</b>	<b>Discussion</b>	<b>Action Required</b>	<b>Follow up</b>
1. Previous Minutes June 2007	Minutes were approved.	Post on ministry website.	
2. Position Descriptions	New position descriptions were provided to OPSEU.		
3. Operation of the Local Employee Relations Committees	The Hepburn LERC was discussed. The parties have heard the new LERC's first meeting went well.  The Kingston LERC Co-Chairs shared their experience with the LERC training session in April. Both viewed it as very beneficial.		Parties to follow up with Kingston LERC in the fall.
4. Grievance Administration Project	GAP project discussed. Management confirmed outstanding grievance lists (EHS, MHCP &	Union to confirm if outstanding grievance	Parties to schedule a

Agenda Items	Discussion	Action Required	Follow up
	<p>RCB) have been shared with OPSEU. Once there is agreement on the lists, a process to review the grievances will be determined. Pilot GAP projects at other ministries were discussed.</p> <p>Management shared a draft roll-out plan and agenda for LERC training sessions. The union suggested that a MERC member attend the sessions.</p>	<p>lists are accurate.</p> <p>Management to revise LERC training roll-out plan based on feedback.</p> <p>Management to discuss the attendance of a MERC representative at the training.</p>	<p>meeting to determine review process once grievance lists are reconciled.</p>
<p>5. Workload Issues</p> <ul style="list-style-type: none"> <li>• Central Public Health Laboratory</li> <li>• London CACC</li> <li>• New Issues</li> </ul>	<p>Management provided an update on initiatives that are underway to address staffing and workload issues at the labs.</p> <p>Management and union agreed that London CACC workload issues to be dealt with locally at next LERC. To avoid miscommunication, the parties agreed that requests to have guests attend LERC meetings should be put in writing.</p> <p>No new workload issues discussed.</p>	<p>Management to check in with London LERC in the future to check progress on workload issues.</p>	
<p>6. Establishment of a Joint Health and Safety Committee for Hepburn</p>	<p>Management provided an update on management representatives for JHSCs. The fall certification training schedule has been provided to all management reps, including those at Hepburn. There are some locations that still need worker representatives. Management will provide the union with an updated list of where worker representatives are required.</p> <p>Health and safety incident at 199 Larch St. in Sudbury discussed. Management reported that</p>	<p>Management to provide union with an updated list of where worker representatives are required.</p> <p>Union to solicit worker representatives for locations indicated.</p>	

Agenda Items	Discussion	Action Required	Follow up
	a review of the post-mortem was held with the local representative and the evacuation protocol was shared with the JHSC. The protocol is currently under review.		
7. CACC Chairs	<p>Management shared the ergonomist's report. Management will put the recommendations from the report into place and will make OPSEU part of the process. Management will draft a process for maintaining and replacing chairs as they wear out.</p> <p>The parties will work together on the survey.</p>	Management to develop a process for maintaining and replacing the chairs. Union to provide feedback on survey questions.	Management to follow up on recommendations from the report.
8. Internet Access for CACC employees	Management advised that effective July 25, the resource computers in the CACCs have internet access. The union indicated that some staff do not know they have access. Management will follow up.		Management to follow up to ensure employees are aware of access.
9. Unclassified Employees and Position Best Practices	Management responded to questions raised at the last MERC.	Item to be removed from agenda.	
10. Hiring Process at CACCs	The union raised concerns with the timing of the recruitment process and possible delays at the Hamilton CACC. Management will follow up. The union suggested moving the start date of CORE training if there are delays with hiring. Management will consider the suggestion.	Management to consider the union's suggestion regarding training start date.	Management to follow up on the timing of the recruitment process.
11. ServiceOntario	The parties confirmed that ServiceOntario continues to be addressed in the sub-committee.	Item to remain as a standing item.	

Agenda Items	Discussion	Action Required	Follow up
	The union requested it remain as a standing agenda item for updates.		
<b>New or Returning Business</b>			
12. Unclassified List	The quarterly OPSEU unclassified employee list was distributed.	Next report due end of September.	
13. LERC Terms of Reference (Management Item)	Draft Terms of Reference from the Hepburn LERC were reviewed. Management will provide feedback to the LERC.	Management to provide feedback to Hepburn LERC.	
14. Engagement Survey (Management Item)	Management discussed the ministry's results from the 2007 OPS Employee Survey. The results showed how MOHLTC compared with other ministries and also how MOHLTC compared with itself from 2006 to 2007.	Item to be removed from the agenda.	
15. HR Transformation (Management Item)	Management provided an update on the timelines for the HR Transformation.	Item to return when there are updates.	
16. CACC Recruiting Bilingual Staff (OPSEU Item)	OPSEU raised concerns with vacant bilingual ACO positions. Management reviewed current vacancies under recruitment. The new recruitment site may attract bilingual candidates and if there are difficulties recruiting, additional strategies are available to target bilingual candidates.		

  
 P. Fry-Smith  
 OPSEU

  
 J. Bartley  
 MOHLTC