

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

DATE: 26 January 2010

SUBJECT: **Ministry of Health and Long-Term Care
ERC Minutes – November 18, 2009**

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

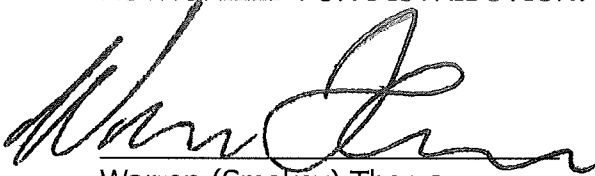
Please post or otherwise make them available to the members in your workplaces.

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.

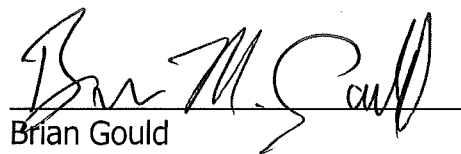
PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,



Warren (Smokey) Thomas
President



Brian Gould
OPS Supervisor

/kg
att.

cc: MERC Chairs
Ministry ERC

Ministry of Health and Long-Term Care
MERC Meeting Minutes
November 18, 2009

Union	Management
C. Lochan	J. Livingston (Chair)
P. Fry-Smith	D. Diegel
C. Falcao	G. Shaw
J. Eberle	H. Cooper
J. Marion	S. Floras
Regrets	

The meeting was called to order with Management chairing.
Judith was welcomed to the Committee and introduced to Management team members.

Agenda Items	Discussion	Action Required	Follow Up
Business Arising and Standing Items			
1. Previous Minutes	Minutes for October 2008, May 2009, July 2009 and September 2009 are awaiting sign-off. Discussion about taking live minutes at MERC meetings to expedite approval and posting process.	May 2009 and September 2009 Minutes to be posted to Ministry site. October 2008 and July 2009 minutes are awaiting sign off.	Parties to post signed minutes to respective websites Management will investigate getting access to a laptop for this purpose.
2. (A) Position descriptions	No new job descriptions to share at this time. OPSEU sought clarification about when disclosure is provided for changes to job		


Agenda Items	Discussion	Action Required	Follow Up
	specs.		
2. (B) New Jobs Created	<p>Discussion about sharing this information through the disclosure process and prior to MERC meetings.</p> <p>OPSEU provided Management with a list of additional questions that would be asked for the creation of a new vacancy.</p>	Management will answer questions are appropriate.	
3. Workload issues	<p>Thunder Bay CACC – night shift</p> <ul style="list-style-type: none"> • Management advised that Senior Managers reviewed this concern and advised OPSEU that they will be endeavoring to fill 2 or 3 fixed-term, unclassified vacancies before CORE. 		Management to update MERC about filing the vacancies at the next meeting.
	<p>Sudbury CACC</p> <ul style="list-style-type: none"> • OPSEU raised concern about the lack of awareness of the optimum and minimum staffing levels for the CACC • OPSEU asked if there would be additional positions hired in Sudbury for this round of CORE 	<p>Management agreed that education about staffing levels would be appropriate and helpful.</p> <p>OPSEU requested a list of the number of FTEs per CACC</p>	<p>Management to investigate what type of communication and/or education may be appropriate.</p> <p>Management will look into whether additional positions are being looked at.</p> <p>Management to investigate request.</p>

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	CACCs provincially <ul style="list-style-type: none"> • OPSEU also raised concerns about the complexity of calls and how that impacts call volume. 	Management reported that Senior Management is looking into a comprehensive study for the Branch to investigate call volume, the complexity of calls, and external factors. The timing of this study is dependant on the priorities of the government.	Comprehensive Study to be added to the Standing Items
	CACCs provincially <ul style="list-style-type: none"> • OPSEU also raised concerns about the complexity of various fire tiering agreements and protocols affecting staff. • OPSEU proposed that we shift the onus back onto the Fire Departments to assess their involvement 	Management advised that the Branch is aware of the tiering problems and are working with the IT Cluster and provincial Fire Marshals to look for a central solution.	Management to report progress of these discussions at the next MERC.
4. Joint Health & Safety Committees	It was agreed that this item would be tabled after April when it is anticipated that OPSEU will have a list of committee members to partake in training.	OPSEU to conduct a search using the Centre for Employee Health Safety and Wellness site to determine where there are/are not JHSC that affect MOHLTC staff	
5. Quarterly Unclassified Employee List – process review	Listing shared at September MERC. Next listing will be provided at January MERC	OPSEU requested listing to be shared electronically prior to January MERC.	

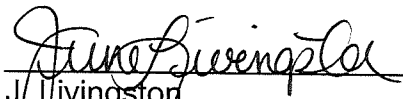
Agenda Items	Discussion	Action Required	Follow Up
6. HROntario Model	<p>Management provided a brief overview of the new OPS HR Service Delivery Model, speaking directly to the Strategic Business Unit.</p> <p>OPSEU raised concerns with new model that were addressed by Management.</p>		
7. WorkPlan	<p>Discussion on how to improve MERC practices to have a more meaningful impact on labour relations in the workplace.</p> <p>Discussion also about how to move towards a strategic basis for the committee. This included inviting subject matter expert guests to MERC.</p>	<p>OPSEU to bring the facts of local issues to the attention of Management prior to MERC meetings, such that Management can investigate the issue and respond at the MERC meeting.</p> <p>Management to invite Employee Engagement Lead to January MERC.</p> <p>Think about items to include on a work plan for 2010.</p>	<p>Discuss ideas for WorkPlan at next MERC</p>
New Business			
1. Interest Based Problem Solving	<p>Management reminded the committee members about their participation on the joint Employee Relations Committee (ERC) training on January 20th.</p> <p>MERC members are encouraging MOHLTC</p>	<p>Members asked to notify Management only if they are unable to attend.</p> <p>Management will add J. Marion to the Committee's registration.</p> <p>Management to inquire</p>	<p>Management to send reminder email to MERC members.</p>

Agenda Items	Discussion	Action Required	Follow Up
	<p>LERCs to participate in the joint ERC training.</p>	<p>whether MOHLTC LERCs are participating in ERC training</p>	
<p>2. H1N1 and the Attendance Support Program (C. Lochan)</p>	<p>OPSEU raised concern about sick employees coming into the office and asked if the Attendance Support Program (ASP) could be suspended.</p> <p>Management advised that at this time, the ASP is not being suspended, nor will thresholds be adjusted. There are provisions within the program that provide managers with the flexibility in applying the program, such as setting individual attendance thresholds. Attendance management programs are not punitive, and allow for ongoing dialogue between the employees and their managers, so that we continue to support our employees through this very difficult flu season.</p> <p>More information can be found on the Centre for Employee Health Safety and Wellness website, specifically at: http://intra.bropenweb.gov.on.ca/hrpolicies/iiea/index.htm</p>		
<p>3. LERC – Terms of Reference (C. Lochan)</p>	<p>OPSEU provided Management with a draft Terms of Reference for LERCs.</p>	<p>Management will review the Terms of Reference provided and respond to OPSEU with questions, suggestions, and recommendations.</p>	<p>Bring item forward to next MERC.</p>

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4. Referral from Toronto OHIP Office (C. Lochan)	<p>Management clarified that the "Toronto OHIP Office" is a Registrations and Claims Branch work location.</p> <p>Parties agreed that workload issues accrued for other employees when positions could not be backfilled.</p> <p>Management explained that the Branch requires stability through transition and that a variety of factors must be considered before allowing or denying a temporary assignment.</p>		
5. Compressed Work Week Agreements (C. Falcao)	Management shared a draft master template with OPSEU on November 16/09.	OPSEU will review the draft and respond to Management.	
6. 2010 Meeting Schedule	Management presented proposed meetings dated for 2010	OPSEU to respond to Management with their availability	
Future Agenda Items			



 C. Lochan
 OPSEU



 J. Livingston
 MOHLTC

Dated: