

**Ministry of Health and Long-Term Care
MERC Meeting Minutes
September 18, 2014**

Attendees	
Union	Management
C. Falcao (Co-Chair)	K. Delorme (Co-Chair)
F. Pryor*	H. Cooper
F. Wendling	B. Lyman
L. Egan	N. Gonzalez
J. Marion	
Recorder	
	S. Thom
Guests	
	D. Low (LERC Co-Chair)
Regrets	
	K. Blackledge

*Meeting Chair

Agenda Items	Date Tabled	Discussion	Action Required
1. Review of Agenda		<ul style="list-style-type: none"> September 2014 agenda reviewed and approved as written. 	
New Business			
2. Temporary Assignments	18-Sep-14	<ul style="list-style-type: none"> OPSEU raised concerns with the transparency and fairness of how temporary assignments are staffed. 	<ul style="list-style-type: none"> Management to follow-up.

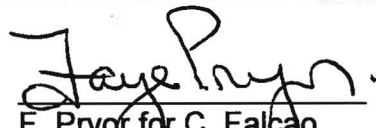
Agenda Items	Date Tabled	Discussion	Action Required
3. Guidelines and Best Practices re: Hiring	18-Sep-14	<ul style="list-style-type: none"> • OPSEU inquired what guidelines and best practices are available on recruitment practices • Management shared resources related to recruitment that are available to management and employees. <ul style="list-style-type: none"> ○ Employment Policy http://intra.ops.myops.gov.on.ca/cms/tiles.nsf(vwReadPagesByRefId_Content)/hro2012.02.27.12.02.52.MZB_page?open MyOPS>Employee Services>HROntario Services>Employment Policy ○ Recruitment guides and tip sheets http://intra.ops.myops.gov.on.ca/cms/tiles.nsf(vwReadPagesByRefId_Content)/hro2013.08.20.09.02.55.HBC_page?open MyOPS>Employee Services>HROntario Services>Non-Executive Recruitment ○ OPS Recruitment Process E-Course http://intra.myopskdc.gov.on.ca/training/learning.nsf/0/8C4EA44FE646436885257CA50069338D?OpenDocument MyOPS>Employee Services>Careers>Centre for Leadership and Learning>Learning and Development 	<ul style="list-style-type: none"> • Item removed
4. Lateral Transfers	18-Sep-14	<ul style="list-style-type: none"> • OPSEU asked that lateral transfer requests be considered when filling vacancies. 	<ul style="list-style-type: none"> • Item removed
Standing Items			
5. Position Descriptions and New Job Ads	2011	<ul style="list-style-type: none"> • Management advised that the Integration Support Clerk (08OAD) position has not yet been posted. 	<ul style="list-style-type: none"> • Management to follow-up.
6. Disclosure Updates	2011	<ul style="list-style-type: none"> • The quarterly disclosure log from April 1 – June 30, 2014 was provided to OPSEU on August 14, 2014 and OPSEU acknowledged 	

Agenda Items	Date Tabled	Discussion	Action Required
(refer to Appendix A for a list of Ministry and Corporate Disclosures)		<p>receipt of the log.</p> <ul style="list-style-type: none"> • OPSEU minuted the following disclosures for follow-up: <ul style="list-style-type: none"> ○ June 3, 2014 – Corporate Services Division – Supply Chain and Facilities Branch – Internal Review ○ June 16, 2014 – Direct Services Division – Claims Services Branch – Relocation Greater than 40 kms. ○ August 1, 2014 – Health System Strategy Policy Division – Internal Review 	<ul style="list-style-type: none"> • Management to follow-up.
7. Quarterly Fixed-Term Employee Listing	2011	<ul style="list-style-type: none"> • The quarterly report as of June 30, 2014 was provided to OPSEU on August 14, 2014 and OPSEU acknowledged receipt of the report. • OPSEU asked for clarification on two positions. 	<ul style="list-style-type: none"> • Management to follow-up.
8. Workload/ Staffing Levels – Central Ambulance Communication Centre (CACC)	24-Jun-11	<ul style="list-style-type: none"> • Management provided information that EHSB has received approval for an additional 19 ACO1 positions and 3 management positions commencing in the fiscal year 2014-15. • Management shared information on how decisions were made to distribute the additional approved dispatch staff across the province. • OPSEU inquired if information used to arrive at this decision could be shared. • Management provided a follow-up to OPSEU's request that maximum staffing levels be maintained at all times. Management confirmed it is local management's discretion to determine how to staff for optimal service delivery. 	<ul style="list-style-type: none"> • Item removed • Management to follow-up.
9. Third Party Organizations/	27-Feb-14	<ul style="list-style-type: none"> • OPSEU enquired whether management is aware of temporary agency staff in the ministry. 	

Agenda Items	Date Tabled	Discussion	Action Required
Agencies		<ul style="list-style-type: none"> • Management advised the recurring work discussed previously continues to be under review. 	<ul style="list-style-type: none"> • Management to follow-up.
10. Emergency Health Services Branch, Direct Services Division	24-Apr-14	<ul style="list-style-type: none"> • Management had no update to provide at this meeting. 	
11. Employee Engagement Survey	27-Feb-14	<ul style="list-style-type: none"> • OPS survey results were available to all staff in late July 2014. • Management will provide ministry and divisional results when available. OPSEU requested a presentation on the ministry results at the next meeting. 	<ul style="list-style-type: none"> • Management to follow-up.
12. Long-Term Care Homes Inspectors	27-Feb-14	<ul style="list-style-type: none"> • Management provided an update on staffing the LTCH Inspector Program. 75 permanent positions required for the program will be posted and filled. • OPSEU inquired what the final complement of LTCH Inspector positions would be in each of the regions and by category. 	<ul style="list-style-type: none"> • Management to follow-up.
Business Arising			
13. Critical Incident Support	19-Jun-14	<ul style="list-style-type: none"> • OPSEU raised concerns and disappointment that a subcommittee of the MERC will not be formed to develop the Critical Incident Stress Management (CISM) program as was requested. • OPSEU shared that they have been requesting a CISM program for CACC staff for several years. • OPSEU requested a response from management on their final approach within one week. 	<ul style="list-style-type: none"> • Management to follow-up. • Management to follow-up.
14. Computer	19-Jun-14	<ul style="list-style-type: none"> • Management confirmed that the branch will not be running a parallel 	

Agenda Items	Date Tabled	Discussion	Action Required
Scheduling (Central Ambulance Communication Centres)		paper schedule process in areas that are using a computer scheduling system. <ul style="list-style-type: none"> OPSEU raised concerns with ongoing computer scheduling issues at a CACC. 	<ul style="list-style-type: none"> Parties to follow-up.
15. Central Ambulance Communication Centre (CACC) Uniforms	24-Jun-11	<ul style="list-style-type: none"> Management confirmed that the RFP will be posted by the end of September 2014. 	

Approval:


 F. Pryor for C. Falcão
 OPSEU

Dated:


 K. Delorme
 MOHLTC

Dated: Sept. 18/14

Appendix A – Ministry and Corporate Disclosures (January – June 2014)

Ministry Disclosures

Date	Division	Branch	Subject
2-Jan-14	DSD	CSB	Internal Review
9-Jan-14	OPDP	EAPB	Change of Work Hours
9-Jan-14	MOH	n/a	Change in Work Location
10-Jan-14	NAMD	HSB	Change in Reporting Relationship
10-Jan-14	HSAPD	XRSLTCHB ADMO &	Relocation Greater than 40 kms.
31-Jan-14	NAMD	PDDB	Change in Branch Reporting
3-Feb-14	HSC	IHSB	Change in Reporting Relationship
6-Feb-14	DSD	CSB	Change in Job title and revised job description
6-Feb-14	DSD	EHSB	Internal Review
14-Feb-14	DSD	CSB	Relocation less than 40 kms.
14-Feb-14	OPDPD	EAPB	Internal Review
14-Feb-14	HSIMI	HCIB	Change in Reporting Relationship
24-Feb-14	DSD	ADP	Change in Job title
3-Mar-14	HSC	PHIHSB	Relocation less than 40 kms.
4-Mar-14	DSD	EHSB	Internal Review
6-Mar-14	HSC	HSC	Change in Reporting Relationship
10-Mar-14	NAMD	PHCB	Internal Review
11-Mar-14	DSD	CSB	Change in Job title
14-Mar-14	NAMD	PHCB	Change in Reporting Relationship
21-Mar-14	HSC	HSC	Change in Reporting Relationship
24-Mar-14	HSAPD	XLTCHB	Change in Job title and revised job description
8-Apr-14	DSD	EHSB	Change in Reporting Relationship
12-May-14	MOHLTC	MOHLTC	MOHLTC org structure communication materials for ministry employees
13-May-14	DSD	EHSB	Change in Position Title
15-May-14	HSC	IHSB	Change in Reporting Relationship
15-May-14	HSAPD	XLTCHB	Change in floor location
27-May-14	DSD	EHSB	Update to Change in Position Title
3-Jun-14	CSD	SCFB	Internal Review
20-Jun-14	PHD		Temporary change in Reporting Relationship re Exec Director, ADM, Policy and Transformation
27-Jun-14	HSIMI	HSFPB	Organizational Realignment

Corporate Disclosures

Date	Ministry / Division	Branch(s)	Subject
6-Jan-14	HSAPD	XSLTCHB	Relocation Greater than 40 Kms.
27-Jan-14	HSC	IHSB	Surplus
21-Feb-14	I&IT Cluster	Technology Management and Solutions Integration	Position Reclass and Title Change
3-Mar-14	HHRSD	HWES/NPI	Surplus
7-Mar-14	HSC	TMSIB	Position Reclassification and Job title change
26-Mar-14	DSD	EHSB	Surplus
22-Apr-14	HSC	TMSIB	Position Reclassification and Job title change

9-May-14	MOHLTC	MOHLTC	MOHLTC organization structure
26-May-14	MOHLTC	Penetanguishene Mental Health Centre Divestment	Surplus of one OPSEU-represented employee
16-Jun-14	DSD	CSB	Relocation Greater than 40 Kms.
30-Jun-14	DSD	CSB	Relocation Greater than 40 Kms. Re Q'S and A's