



## 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:** Ruth Hamilton, OPS Supervisor

**DATE:** April 25, 2014

**SUBJECT:** Ministry of Health and Long-Term Care  
**ERC Minutes – April 24, 2014**

---

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.

Please note a MERC referral form should be used when referring unresolved local issues to the ministry level. This form is available at <http://www.opseu.org/ops/merc/MERC%20Action%20Form.pdf>. Upon completion, the document should be forwarded care of the **Job Security Unit** with all supporting documentation e.g. minutes, correspondence, etc.

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

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,

A handwritten signature in black ink, appearing to read "Warren Thomas", is written over a horizontal line.

Warren (Smokey) Thomas  
President

A handwritten signature in black ink, appearing to read "Ruth Hamilton", is written over a horizontal line.

Ruth Hamilton  
OPS Supervisor

/el

att: **Ministry of Health and Long-Term Care Minutes - April 24, 2014**

**Ministry of Health and Long-Term Care  
MERC Meeting Minutes  
April 24, 2014**

Attendees	
<b>Union</b>	<b>Management</b>
C. Falcao (Co-Chair)*	K. Delorme (Co-Chair)
F. Pryor	K. Blackledge
F. Wendling	H. Cooper
L. Egan	B. Lyman
J. Marion	N. Gonzalez
<b>Recorder</b>	
	S. Borcsok
<b>Guests</b>	
	N. Dickson, Executive Lead, EHSB, DSD
<b>Regrets</b>	

Agenda Items	Date Tabled	Discussion	Action Required
<b>1. Review of Agenda</b>		<ul style="list-style-type: none"> <li>April 2014 agenda reviewed and approved as written.</li> </ul>	
<b>New Business</b>			
<b>2. Update on EHSB, DSD Review</b>	24-Apr-14	<ul style="list-style-type: none"> <li>The parties heard an update on the Emergency Health Services Branch (EHSB) review from Executive Lead, EHSB, Direct Services Division (DSD).</li> <li>A branch town hall meeting was held on April 23, 2014 to share the organizational changes with staff.</li> </ul>	

Agenda Items	Date Tabled	Discussion	Action Required
		<ul style="list-style-type: none"> <li>• The Branch anticipates the implementation to be complete by the end of the calendar year.</li> <li>• Staff may provide feedback and ask questions by contacting <a href="mailto:askEHSB@ontario.ca">askEHSB@ontario.ca</a>.</li> <li>• OPSEU raised concerns with the staffing impacts of the review.</li> <li>• Management confirmed that the Auditor General's report was considered in the review.</li> </ul>	
3. CACC Lighting	24-Apr-14	<ul style="list-style-type: none"> <li>• OPSEU raised concerns with lighting levels in some CACCs.</li> <li>• Management advised they are aware of the concerns.</li> <li>• Staff requiring medical accommodation should discuss with their managers.</li> </ul>	Item removed from agenda.
4. STSP	24-Apr-14	<p><u>LERC Referral</u></p> <ul style="list-style-type: none"> <li>• The Kingston LERC sought clarification on whether it is appropriate to use STSP for routine/non-routine medical appointments.</li> <li>• The parties agreed that this is reviewed on a case by case basis, seeking advice from HROntario and OPSEU as required.</li> </ul> <p><u>STSP Presentation from February MERC Meeting</u></p> <ul style="list-style-type: none"> <li>• OPSEU raised concerns that managers are not receiving notification of STSP pay rate approval.</li> <li>• Management advised they have followed up on the notification</li> </ul>	Item removed from agenda.  Management to

Agenda Items	Date Tabled	Discussion	Action Required
5. Pilot Alternate Work Arrangement	24-Apr-14	<p>process and will provide additional responses once received.</p> <ul style="list-style-type: none"> <li>OPSEU raised concerns with a proposed pilot alternate work arrangement, as the agreement is not consistent with the negotiated templates in the collective agreement.</li> </ul>	<p>follow up.</p> <p>Management to follow up.</p>
<b>Standing Items</b>			
6. Position Descriptions and New Job Ads	2011	<ul style="list-style-type: none"> <li>Management will provide the quarterly report for January 1 – March 31, 2014 once finalized.</li> <li>Management has provided follow up as requested on the Implementation Analyst (EO1) positions. These positions are not new positions, but were reclassifications of filled positions.</li> <li>Management advised they will be initiating recruitment for the Integrations Support Clerk (08OAD) position.</li> </ul>	
7. Quarterly Fixed-Term Employee Listing	2011	<ul style="list-style-type: none"> <li>Management will provide the quarterly report for January 1 – March 31, 2014 once finalized.</li> <li>Management provided further information in response to OPSEU's concerns with the types of contracts for employees included in the last report.</li> </ul>	

Agenda Items	Date Tabled	Discussion	Action Required
8. Workload/ Staffing Levels - Central Ambulance Communication Centre (CACC)	24-Jun-11	<ul style="list-style-type: none"> <li>• Management to provide annual workload summary and CACC call volume statistics to OPSEU prior to next meeting.</li> </ul>	Management to follow up.
9. Disclosure Updates	2011	<ul style="list-style-type: none"> <li>• OPSEU highlighted the following disclosures (disclosure date and subject line):               <ul style="list-style-type: none"> <li>○ Mar. 4, 2014 – Surplus of two OPSEU-represented positions, Health Human Resources Strategy Division</li> <li>○ Mar. 7, 2014 – Review of Emergency Health Services Branch, Direct Services Division</li> <li>○ Mar. 11, 2014 – Position Reclassification and Title Change for two OPSEU-represented positions, Technology Management and Solutions Integration Branch, I&amp;IT Cluster</li> <li>○ Mar. 14, 2014 – Review of Business Processes, Primary Health Care</li> <li>○ Mar. 26, 2014 – Surplus of three OPSEU-represented positions, Facilities and Client Services Unit, EHSB</li> </ul> </li> <li>• OPSEU will refer concerns with the March 26, 2014 disclosure to CERC.</li> </ul>	
10. Third Party Organizations/ Agencies	12-Apr-12	<ul style="list-style-type: none"> <li>• Management followed up and provided information in response to OPSEU's inquiry about the use of temporary agency staff in the Ministry. Management advised the reoccurring work discussed at the last meeting is new and is currently under review.</li> <li>• OPSEU enquired whether management is aware of any temporary</li> </ul>	Management to


Agenda Items	Date Tabled	Discussion	Action Required
		agency staff in the ministry.	follow up.
<b>Business Arising</b>			
11. CACC Uniforms	24-Jun-11	<ul style="list-style-type: none"> <li>Management advised the draft RFP is being developed to address the needs of CACC staff.</li> </ul>	
12. Transition Exit Initiative (TEI)	23-May-13	<ul style="list-style-type: none"> <li>The parties acknowledged the completion of the Explanatory Note.</li> </ul>	Item removed from agenda.
13. Call Audits	17-Sep-13	<ul style="list-style-type: none"> <li>Management advised the branch has confirmed the call audit process with CACC management and has made changes where necessary.</li> <li>OPSEU inquired as to the intent of call audits and expressed concerns with having OPSEU ACO2s audit other OPSEU members. Management clarified the intent of the call audit program is to advise, inform and identify trends for management to determine if quality standards are being met.</li> <li>OPSEU raised workload concerns with the number of audits ACO2s must conduct per month in some CACCs.</li> </ul>	Management to follow up.
14. Employee Engagement Survey	27-Feb-14	<ul style="list-style-type: none"> <li>Management advised that final completion rates will be available in May 2014.</li> </ul>	Item moved to Standing Items.
15. Long-Term Care Home Inspectors	27-Feb-14	<ul style="list-style-type: none"> <li>Management advised that long terms plans for long-term care home inspector positions have not yet been determined.</li> </ul>	Item moved to Standing Items.
16. Travel Time for MERC Members	27-Feb-14	<ul style="list-style-type: none"> <li>The parties discussed various options going forward.</li> </ul>	Item removed from agenda.

Agenda Items	Date Tabled	Discussion	Action Required

Approval:

  
 C. Falcao  
 OPSEU

Dated: April 24/14

  
 K. Delorme  
 MOHLTC

Dated: April 24/14