

**MINISTRY of AGRICULTURE, FOOD and RURAL AFFAIRS
MINISTRY EMPLOYEE RELATIONS COMMITTEE (MERC)**

June 9, 2016

MEOC Boardroom, 1 Stone Road, Guelph

For Management:	For OPSEU
Alan Hogan (Co-chair) Doug Reddick (regrets) Gary McTavish	Mavis Vet (Co-Chair for meeting) Melanie Begin Kim Neville (regrets) Marcus Rangai

Management Resources	OPSEU Resource
Marilyn Everingham Bev Rawn (Regrets) Leanne McSherry	Cindy Abric-Forsyth

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
Welcome and Introductions	Mavis Vet opened the meeting at 1:09 pm.	
Additional Agenda Items / Changes to the Agenda	No changes or additional items.	
STANDING ITEMS:		
Ad Hoc Meetings	A list of ad hoc meetings was provided prior to the meeting – see attached	
Surplus List	Management reported that there are no employees on the current surplus list.	
Temp Agencies /Staff	Management reported that they are not aware of any agency staff working in the ministry. OPSEU expressed interested in the ministry tracking temps (from agencies) centrally.	

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
Fixed Term Staff Reports	Fixed term staff reports were shared prior to the meeting. OPSEU asked for clarification on the fixed term report for regular on-call staff. OPSEU indicated that the “current assignment date” is missing.	Management to look into updating report.
Conversion Report	There are no employees eligible for conversion during this reporting period.	
Diversity and Inclusion	The employer provided an update on various initiatives in the ministry (past, current and future).	
Disclosures	OPSEU concerned that a recent disclosure contained a job spec that had minimal information under the skill category.	OPSEU will share the job spec so management can investigate further.
Health And Safety	OPSEU inquired on the status of the Workplace Risk Assessment and the regularly scheduled workplace inspection. OPSEU asked for copies of the JHSC minutes and the inspection reports.	Employer will follow-up.
<i>Follow-up Items</i>		
EAP Usage	The employer provided the OPSEU with a summary of EAP usage in the ministry. OPSEU is organizing an EAP lunch and learn session in the fall to raise awareness of the wide range of services offered.	
Status of Health and Safety Processes	See above Health and Safety item.	
Use of Discretionary Days	OPSEU raised concerns about discretionary days being denied for compassionate reasons and discussion followed.	Management asked that situations that are of concern be brought forth through the MERC.
<i>New Business</i>		
Attendance Management Support Program	OPSEU raised concerns with the attendance management program. Management indicated that we are expecting to receive tracking reports this summer/fall.	
Statistics related to workplace violence	Corporate reports are available from CEHSW.	

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
Retention and Succession Planning	<p>The ministry reported on strategies, tactics that are being undertaken to address current and upcoming retirements.</p> <p>TEI Stats</p> <ul style="list-style-type: none"> • 105 applications received to date • 80 approved • 8 withdrawn or exited • 17 active 	
Next Meeting Dates	<p>Thursday September 8 Thursday December 15</p>	

Original signed by Mavis Vet for the Union June 9, 2016. Original signed by Alan Hogan for the Employer June 9, 2106.

**Ad Hoc Meetings - MERC
June 9, 2016**

Date	Provided To	From	Information Provided
February 18, 2016	Bev Rawn	Mavis Vet	Information share – Inquiry to ORC property services regarding appropriate signage for new ODSP office at 1 Stone Road.
February 19, 2016	Mavis Vet	Bev Rawn	Information Share - OSS initiating a random on-line customer service survey of 5,000 OPS employees
March 3, 2016	Mavis Vet	Bev Rawn	Inquiry and discussion regarding acceptable use of government email regarding a parking rate issue at 1 Stone Road.
March 22, 2016	Mavis Vet	Bev Rawn	Information Share - transition of administrative support for the Normal Farm Practices Protection Board from Environmental Management Branch to Business Services Branch, Tribunal Support Unit effective April 1, 2016 Discussion re New OAG 4 Position disclosed March 21, 2016 Discussion re ASMP thresholds and cycles, Annual Thresholds, STSP
March 30, 2016	Bev Rawn	Mavis Vet	Inquiry – seeking assistance with accessing seniority reports
March 31, 2016	Mavis Vet	Bev Rawn	Reply to inquiry re corporate quarterly seniority reports
April 13, 2016	Mavis Vet	Bev Rawn	Shared March 2016 Fixed Term Staff Reports
Apr 29, 2016	Bev Rawn	Mavis Vet	Inquiry - Comment from staff member re loud interview role play disrupting offices on April 13
May 5, 2016	Mavis Vet	Bev Rawn	Response to inquiry - Confirmed that a formal competition included a role play exercise that escalated to a loud level. Responsible manager will take steps in order to not disrupt others.
May 6, 2016	Mavis Vet	Alan Hogan	Information Share - advising of a change in MERC Management Co-Chair
May 9, 2016	Alan Hogan	Mavis Vet	Response to Info Share - Email expressing concern re the change in MERC Management Co-Chair
May 10, 2016	Mavis Vet	Bev Rawn Alan Hogan	Response to Info Share - Response to appreciate the expressed concern and expecting a continued positive relationship.
May 10, 2016	Bev Rawn	Mavis Vet	Advising of a temporary change in MERC membership
May 11, 2016	Bev Rawn	Mavis Vet	Inquiry - Adjusting future MERC meeting dates.
May 17, 2016	Mavis Vet	Bev Rawn	MERC Follow up - Follow up to previous MERC Meeting items: Employee and Family Assistance Program Health and Safety processes Use of Discretionary Days
May 20, 2016	Mavis Vet	Bev Rawn	Shared April 2016 Fixed Term Staff Reports
May 26, 2016	Mavis Vet, Cindy Forsyth	Bev Rawn Leanne McSherry	Meeting to review proposed MERC agenda items
June 3, 2016	Mavis Vet	Leanne McSherry	Info share -- New unit titles for RPB.