

**MINISTRY OF ADVANCED EDUCATION AND SKILLS DEVELOPMENT
MINISTRY EMPLOYEE RELATIONS COMMITTEE (MERC)**

33 Bloor St. E., Toronto, ON

September 19, 2017

For Management:

*Jennifer Barton, Director, Eastern Region, Employment and Training Division
(Management Co-Chair)
Kara Smith, Business Advisor, Strategic Business Unit
Helen Cranley, Acting Director, Labour Market Information and Research Unit
Anna Fitzsimmons, Employee Relations Advisor, Employee Relations Branch

Guests:

Bill Swift, Manager, Apprenticeship Unit, Employment Training
Sandra Yee, Director, Corporate Management and Services Branch
John Michel, Manager, Organizational and Business Excellence
Mary Joe Freire, Regional Director, Western Region Employment and Training
Division
Suzanne Folz, Manager, Western Region Employment and Training Division
Natalia Weinlak, Manager, Program Delivery Support Branch

For OPSEU:

Mickey Riccardi, Employment and Training Consultant – Western Region (OPSEU Co-
chair)
Sophia Ambrose, Communications Officer, Student Financial Assistance Branch
Brenton Beeston, Employment and Training Consultant – Central Region
Roxanne Barnes, OPSEU OPS Central Negotiator

Regrets:

Carol Strachan, Director/Superintendent, Private Career Colleges Branch

*Chair of the Meeting

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED	DATE TABLED
NEW BUSINESS			
<p>2. Info Share Organizational Changes in MAESD</p>	<p>Management gave high level overview of the changes which were shared.</p> <p>OPSEU inquired about the division of the SPPD branch into two. One will go under post-secondary, and one under Info Management and Strategy. Management confirmed these were stand-alone units being realigned, with no changes to staff.</p> <p>OPSEU inquired about the French Language position on the Org</p>		<p>September 19, 2017.</p>

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	<p>chart and if it was a new branch. Management confirmed there was a new Director position created.</p> <p>OPSEU requested a list of the Partner Ministries. The employer advised that all Ministries are potential partners, depending on the issue/initiative.</p> <p>OPSEU asked if indigenous language will be incorporated in future programming of the Ministry. The employer confirms at this time there is no broader plan beyond what is happening today.</p> <p>Management confirms this was not a staff reduction exercise, there was no elimination of positions.</p>		
<p>3. Program Review Renewal and Transformation</p>	<p>The Employer provided a presentation.</p> <p>OPSEU inquired whether there are anticipated annual reductions. The Employer response was not at this point, as it is still very early in the process.</p> <p>OPSEU inquired about the re-org, and if the budget has changed since the previous year. The Employer responds that the planning for next year will occur within the next six weeks, and with new leadership in the Ministry; decisions will be made regarding future budget needs.</p>	<p>Remove from the agenda.</p>	<p>September 19, 2017.</p>
<p>4. Transformation of Employment Services – Social Assistance Service Delivery Branch,</p>	<p>The Employer provided an overview of the program.</p> <p>Supported Employment was announced as part of the governments Access Talent Strategy. MAESD is working with partner ministries MCSS and MOHLTC to phase this program into</p>	<p>Remove from the agenda.”</p>	<p>September 19, 2017.</p>

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<p>Social Assistance Operations Division (SAOD), Ministry of Community and Social Services (MCSS) and Employment Training Division (ETD), Ministry of Advanced Education and Skills Development (MAESD)</p>	<p>the first 3 communities (Cornwall, Belleville and Timmins). The Supported Employment program will be administered by third party Service Providers, currently delivering the OEAS, ODSP-ES and/or MHVE programs. Service providers have extensive background and experience in delivering programs for persons with disabilities. We have learned from Supported Employment Programs in USA, Scotland and Ireland. Regional Staff in the first phase communities have been involved in the program development and deployment. Regional Working groups and a provincial reference group have been established.</p> <p>OPSEU inquired on the discussion between our ministry and the other two ministries involved. Once these numbers are figured out, who will be dealing with this? The Employer comments this has not been determined, but It will be MAESD regional staff, as well as the staff from the other ministries.</p> <p>OPSEU comments if the ETCs are the ones doing the work, so there should be consideration for them to be involved. The Employer commented that they are open to the best practice, and who is the best to be in a position to help this process.</p>		
<p>5. Corrections Literacy initiative (pilot)</p>	<p>Employer provided presentation of initiative.</p> <p>The Corrections Literacy Initiative is a joint pilot between the Ministry of Advanced Education and Skills Development (MAESD) and the Ministry of Community Safety and Correctional Services (MCSCS). Additional in-year funding was provided to deliver Literacy and Basic Skills training in 11 correctional Institutions across Ontario, with an aim of supporting 500 learners.</p> <p>Correctional Facilities</p>	<p>Remove from the agenda.</p>	<p>September 19, 2017.</p>

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	<p>Kenora Jail Algoma Treatment & Remand Centre Sudbury Jail Thunder Bay Jail Toronto East Detention Centre Vanier Centre for Women (Milton) Hamilton Wentworth Detention Centre Niagara Detention Centre South West Detention Centre Quinte Detention Centre Ottawa Carlton Detention Centre</p> <p>OPSEU inquires whether this pilot will be ongoing. The employer confirms that there is more to come in 2018.</p>		
<p>6. FAA - new position (SDA- school scheduling clerks do this work as OAD 9) but this new position without the other school scheduling work is OAD 10- Seat purchase planning</p>	<p>The Employer confirms that this is not a new position. This was outlined in a Central Newsletter just outlining the role. The last time there was a competition for this position was December 2016. The position is part of the Resource Planning Unit.</p> <p>It is the Union's position, that the role of the SDA (school scheduling clerk) performs school scheduling and the seat purchase planning functions.</p> <p>OPSEU wants to know what the job spec is for the FAA, and whether there is any overlap with the SDA.</p>	<p>The Employer will provide the FAA job spec, and locations of positions.</p>	<p>September 19, 2017.</p>
<p>7. Code Day</p>	<p>The Employer explains that this was to bring staff together to work on digital solutions to analyze data. Cabinet Office was very interested in this, and brought this outside of MAESD in August.</p> <p>OPSEU inquired about the outcome. The Employer said this provided mentorship and coaching opportunities.</p>	<p>Remove from agenda.</p>	<p>September 19, 2017.</p>

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8. Blue Sky	<p>OPSEU inquired as to what this was. The Employer believes this was related to the Apprenticeship Modernization Consultations. The Employer confirms there is no initiative that is called Blue Sky. The Union to determine if more information is required.</p>	The Union to follow-up.	September 19, 2017.
9. Employee engagement results	<p>The Employer provided a presentation outlining results of the recent employee engagement survey.</p> <p>The results outlined the employee engagement index, areas of strength, opportunities for improvement, inclusion, flexible work arrangements, and safe and healthy work environment.</p> <p>OPSEU inquired whether this documented was elsewhere other than the Intranet. The Employer explained that the full report is accessible through the Intranet.</p> <p>OPSEU inquired whether this information could be divided by office. The Employer responded it can be divided by branch. OPSEU inquired if they could see it by branch. The Employer will follow up.</p> <p>OPSEU has concerns with the hiring practices regularly being scored low, and mentions that this is a main issue in the OPS.</p>	The Employer will save the document to a key to provide to OPSEU.	September 19, 2017.
10. Strategic mandate agreement - Sheldon Levy announcement	<p>OPSEU would like clarification of the Strategic Mandate Agreement Memo. The SMA is a process between the Ministry and the Colleges and Universities to define their strategic mandates. We are currently in the second round of agreements. The memo referenced change in the executive lead. Once signed, the agreements will be public.</p> <p>OPSEU inquired whether this was a new process. The Employer confirmed that it was not.</p>	Remove from agenda.	September 19, 2017.

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11. Common Assessment Tool (documents, Q's and A's)	OPSEU requested a copy of the Q's and A's on the Common Assessment Tool.	The Employer to follow-up.	September 19, 2017.
12. Change November dates	Agreed to change the MERC date to November 16 th .	Remove-from agenda.	September 19, 2017.
13. CWW	<p>The employer provided an update on ETD's CWW plans.</p> <p>The employer will continue to administer the local CWW agreements, but wants to review principles and guidelines with staff so there are no misunderstandings.</p> <p>OPSEU inquired what the genesis of this is, and why there is need to clarify what CWW is. The Employer commented that most staff understand what CWW is, but it is not universally understood by all staff and managers.</p> <p>OPSEU inquired when this information will be communicated to staff. The Employer said the Directors are planning to address this at local office meetings. OPSEU inquired whether the template will change. No, there is no anticipation that it will change.</p>	Remove from the agenda.	September 19, 2017.
14. Employment Ontario Contact Centre	<p>The Employer provided an update on the Employment Ontario Contact Centre (EOCC) review.</p> <p>OPSEU Inquired whether this review had been occurring for some time. The EOCC was not reviewed at the time of the head office review in 2013. So, this work is starting now as a follow-up.</p>	The Employer will follow-up with procurement to determine if RFP can be shared, and provide updates. Move to Standing Item.	September 19, 2017.

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	<p>OPSEU Inquired whether they can get a copy of the RFP. The Employer believes that this is currently confidential as per procurement rules.</p> <p>The Employer invited four vendors to submit a proposal for the review. OPSEU Inquired about whether the RFP was shared with the four vendors. The Employer confirmed this was shared.</p> <p>OPSEU Inquired whether staff had asked about the impacts. The Employer confirmed that at this point they had not, and that there had been Q & A sessions for any questions.</p>		
<p>15. Timmins Workload</p>	<p>OPSEU Inquired as to why the positions have not all been filled. This has been raised with Manager at local meeting, and has not been resolved. It is creating a workload issue in the office. In addition, there is a Kapuskasing office which has two vacant positions. As a result, the work is being completed by the Timmins office. The Employer will follow-up.</p>	<p>The Employer to follow up.</p>	<p>September 19, 2017.</p>
<p>16. Gag order summit</p>	<p>There was an apprenticeship summit in Toronto, one in June and one in July. A small group of staff were selected to attend. There were concerns raised about comments shared by stakeholders, that presented the Ministry in a negative way.</p> <p>The Employer acknowledged the concerns, and regrets that this was the perception of staff in attendance. The Employer will follow-up with organizers to share concerns.</p> <p>OPSEU requested the summit report. The Employer to follow-up.</p> <p>OPSEU understands there is a committee visiting offices next week to job-shadow employees in the Timmins Office. OPSEU would like to know if this is connected to the summit. The</p>	<p>The Employer to follow-up.</p> <p>OPSEU to send details.</p> <p>The Employer will bring this feedback back to the organizers.</p>	<p>September 19, 2017.</p>

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	Employer to follow-up.		
17. Reach Backs	OPSEU reminded the Employer that reach backs should go to the local president.	The Employer to remind HRA Services.	September 19, 2017.
BUSINESS ARISING FROM NEW BUSINESS (LAST MEETING)			
18. RERCs/LERCs	Letters to be signed, and distributed.	OPSEU and Employer to follow-up.	Follow-up: February 28, 2017 May 16, 2017 September 19, 2017
19. Appendix 29 - new language A. Health reassignment B. Ministries better use of laterals C. Job trades D. Conversions to fill vacancies	OPSEU is interested in an agreed upon process for filling vacancies across the Ministry.	The Employer will bring this back, and follow-up.	January 22, 2016 Follow-up: February 28, 2017 May 16, 2017 September 19, 2017
20. Budget announcements what are the impacts to our Ministry I. Grants Ontario	The Employer does not have an update for the Grants Ontario item. The Employer provided an update regarding Benefits Transformation. Benefits Transformation is a long term vision to better	Remove from the agenda.	May 10, 2016 Follow-up: February 28, 2017 May 16, 2017 September 19, 2017

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<p>II. Bill 173 - Benefits Transformation</p>	<p>enable citizens to access income related benefits programs:</p> <ul style="list-style-type: none"> • This includes single applications for multiple services, and “tombstone” identifying data being used once for multiple applications (remove duplications). • Some of the innovations being considered are Integrated Applications across programs; province-wide single identifiers (eg. Benefits card); integrated income verification • First focus of Benefits Transformation was delivery of Ontario Disability Support Program/Ontario Works across MCSS and service delivery municipalities. • Legislation/Regulations In place to facilitate Benefits Transformation – such as common identifiers across Ontario; payments rules; info sharing etc. <p>OPSEU inquired what programs were looked at for MAESD. The Employer responded that at this time, none are impacted, however OSAP and Second Career were reviewed. OPSEU inquired whether the transformation would steamroll forward. The Employer notes that there is no active work on this file at this time.</p>		
<p>21. Health Productivity Program</p>	<p>Speaker not available.</p>	<p>Revisit this in the new year.</p>	<p>May 10, 2016</p> <p>Follow-up: February 28, 2017 May 16, 2017 September 19, 2017</p>
<p>22. Joint MERC training</p>	<p>No dates confirmed at this time.</p>	<p>Continue to monitor.</p>	<p>September 13, 2016.</p>

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<p>23. Security Checks with ETD</p>	<p>The Employer provided an update.</p> <p>Security Clearance is an employment requirement for ETC's. At the conclusion of an ETC competition, the successful candidate is notified (verbally) that as the successful candidate in the interview process, they are required to meet the security screening clearance prior to receiving a formal job offer. ETC requires a "general level".</p> <p>OPSEU has the understanding that some SDA's who were transferred from the Federal government, continue to have a token. The Employer confirms that this is correct. In January 2014, there was information shared that went to the President of OPSEU, about the re-screening list, and MOA between the employer and OPSEU.</p> <p>OPSEU inquired whether the SDA's would be re-checked. The Employer confirmed that they will not be re-checked.</p> <p>OPSEU inquired about the token, as it is their understanding that if you had a token, you had to be re-checked. The Employer confirmed that they had come over with them, and will follow-up whether they will expire.</p> <p>OPSEU inquires what the level is. The Employer confirms it is the General Level.</p> <p>The Employer confirmed that when staff members with a token leave, they must return it.</p>	<p>The Employer can follow-up and provide clarification on the SDA rescreening.</p>	<p>December 13, 2016</p> <p>Follow-up: February 28, 2017 May 16, 2017 September 19, 2017</p>
<p>24. Apprenticeship</p>	<p>The Employer provided a presentation.</p>	<p>Remove from agenda.</p>	<p>February 28, 2017</p>

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<p>on-line Registration</p>	<p>OPSEU inquired whether applying online is the only mechanism. The Employer confirms that at this time, there are no plans to eliminate paper based applications.</p> <p>OPSEU also had concerns about impacts to staff, with regards to moving business online. The employer commented that there have not been any changes to date, but confirm that this was not a surplus exercise.</p> <p>OPSEU inquired if computers will be added to the front offices. The Employer answers, not at this time.</p> <p>OPSEU inquired whether we need to revisit the job spec, based on the changes. The Employer said this would not affect the job spec at this point.</p>		<p>Follow-up: September 19, 2017</p>
<p>25. OAD 8 – School Scheduling Clerks in the Western District</p>	<p>The Employer believes that they acted within the terms of the original agreement, but it appears now there is an opportunity now to revisit two positions in the West.</p>	<p>Remove from agenda.</p>	<p>December 13, 2016</p> <p>Follow-up: February 28, 2017 September 19, 2017</p>
<p>26. LERC Referral from Toronto Centre – 2 St Clair Ave West a. Fair distribution of work among offices</p>	<p>This is a follow-up to the special July meeting.</p> <p>There was a teleconference between OPSEU and the Employer to seek resolutions on the concerns raised. Action items were identified, and the Employer is working to implement the actions. A smaller follow-up meeting will take place to review progress to date.</p>	<p>A smaller follow-up meeting will take place between OPSEU and the Employer.</p>	<p>February 28, 2017</p> <p>Follow-up: May 16, 2017 September 19, 2017</p>

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27. Auditor General's 2015 report recommendation s made what are the action plans?	The Employer to share link to the 2015 report and response.	The Employer to follow-up.	February 28, 2017 Follow-up: September 19, 2017
28. Provincial Budget	This will be deferred until next MERC.	The Employer to follow-up.	May 16, 2017 Follow-up: September 19, 2017
29. Free tuition how does that impact the Second Career program	The Employer explains that the two are still separate programs, and have different intended target audiences. At this time, there is no impact on second career by the announcements.	Remove from agenda.	May 16, 2016 Follow-up: September 19, 2017
30. TEI- What is Ministries position once TEI is approved are positions filled?	Refer to May MERC Minutes.	Remove from agenda.	May 16, 2017
STANDING ITEMS			
1. Redeployment	No update.		
2. Seniority list, Seasonal list, and Fixed-Term list	No update.	The Employer will send the updated list.	
3. Modernization Update	No update.		

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4. Second Career Program Review	No update.		
5.ETD Regional Review(was SEG Management Consultant's Review of the Employment and Training Division)	No update.		
6.Training and Development	No update.		
7.Mass Centralized Recruitment Process	No update.		
8.Technological Change	No update.		
9. Digital Government	No update.		Follow-up: May 16, 2017
10.Disclosures i. Respectful Workplace Policy ii. Scented Products and Food Allergens in the Workplace	No update.	Remove from the agenda.	
11.Attendance Management Support Program - Stats	No update, see May MERC minutes.	The Employer to provide the statistics.	May 10, 2016 Follow-up: May 16, 2017 September 16,

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12. Value for Money audit	No update.	The Employer to provide the link, and then remove from agenda.	2017
13. OSAP Transformation	No update.	Remove from agenda.	
14. ETD Intranet and EOPG Web Transformation Strategy	No update.	Remove from agenda.	
15. Province wide Indigenous Training	The Union asked who is responsible for the training.	The Employer to follow-up on who is responsible for the training, and MAESD's progress to date.	
16. Highly Skilled Workforce strategy a. Ministry's New Mandate letter Sept 23, 2016	No update.	Remove from the agenda.	
17. Creating new Information Management and Strategy Branch (IMSB)	No update.	Remove from agenda.	

M. Riccardi
Mickey Riccardi, for the Union

Jennifer Barton
Jennifer Barton, for Management

Sept 23/17
Date

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