



COTAPSA
ADVISE
ADVOCATE
ACT

*The City of Toronto
Administrative, Professional,
Supervisory Association Inc.*

Minutes of the Board Meeting
September 17th, 2015 11:44 am-1:25 pm
City Hall Meeting Room B

Present:

Directors:

Mike Major, President
Don Altman, Treasurer
Ed Fearon, 1st VP
Peter Pavlovic
Reynaldo Martinez
Pat McSweeney
John Volk
Phil Pendleton (Arrived at 12pm)

Staff:

Heather Nicolson-Morrison, Executive Director
Grace Ciardullo, HR Officer
Karina Andrade, Executive Assistant (acting)

1) Call to Order

Chair – M. Major

M. Major called meeting to order when quorum was met at 11:44am.

Roll Call

Regrets:

Larry Green, Director
Susan Hughes, 2nd VP
Cathy DiLeo, Secretary

Introduce Karina Andrade as Acting Executive Assistant.

2) Approval of Agenda

Chair



Board Agenda Sept
17, 2015.doc

MOTION: To accept the agenda with the addition of City HR/COTAPSA minutes of August 13, 2015 under Other Business. (P. Pavlovic/D. Altman)
Carried

P. Pavlovic requested a copy of the previous MOU. G. Ciardullo to scan and email to all Board members.

3) Declaration of Conflict of Interest

Chair

None

4) Minutes (to Approve)

Chair



Board Minutes June
18, 2015.doc

MOTION: To approve minutes of June 18, 2015. (E. Fearon/P. Pavlovic) Carried



Board 'In Camera'
Minutes June 18, 201

MOTION: To accept the in camera minutes of June 18th, 2015. (E. Fearon/ P. Pavlovic) Carried

Minutes (to be received)



Minutes EX Agenda
July 15 2015.doc

MOTION: To receive the minutes of July 15th, 2015. (E. Fearon/ P. Pavlovic)
Carried

New logo designs were discussed and a winner selected by Executive Committee on August 26th, 2015 Special Executive Meeting.



Minutes of the
Special Executive Meeting



012B.01d COTAPSA
Logo.pdf

MOTION: To receive the Executive minutes of August 26th, 2015. (E. Fearon/R. Martinez) Carried

5) Business Arising from Previous Meetings

Chair

- ESS/MBN (Information)

G. Ciardullo/H. N-Morrison



2015 - June 24 BN
Employee Self Service

Briefing notes will be distributed to the Board after each meeting that G. Ciardullo/H. Nicolson-Morrison attends with the City.

H. Nicolson-Morrison spoke to items in the briefing notes, specifically to a concern that employees will use the Employee Self Service System to update their information, or request time off and Managers will not easily or readily know a request has been made to them through the system, they have to check as there is no electronic flag that a message or request has been made/received. It will now fall to the Managers to check requests periodically.

D. Altman flagged other issues. He believes there isn't enough control to protect people from fraudulent mischief. H. Nicolson-Morrison had raised this same concern at the meeting and was reassured that nothing of the sort will occur.

- Employee Engagement Survey (Information)

G. Ciardullo/H. N-Morrison



2015 - June 24 BN
Engagement Strategy

An item was placed in the September/October Newsletter encouraging members to participate.

- Lobbyist Registration with City

H. N-Morrison

Clarified that the City has provided COTAPSA with status that it does not need to register as lobbyist/lobbying organization.

OMERS Update (verbal)

Chair



May 28, 2015
OMERS By-law review

In a letter of May 2015, M. Major representing COTAPSA and the Association of Municipal Managers, Clerks and Treasurers of Ontario; City of Toronto Administrative, Professional Supervisory Association; Ontario Association of School Business Officials; Ontario Municipal Administrators' Association; Ontario Municipal Human Resources Association; and the Municipal Finance Officers' Association requested that OMERS Sponsors Corporation consider assigning a

seat to the non-union groups. In a verbal reply OMERS informed M. Major that this item is up for review in the Fall/15.

6) Executive Directors Report

H. N-Morrison

2015 Work Plan Update. It is going as to plan, there were some initial hold ups with Operations issues in the office but all has been ironed out.

- COTAPSA Surveys – a Survey Monkey link was sent to members on September 15th, 2015. Since then, 100 members have responded.
- Surveys of COTAPSA Board – one Director left to interview, will report back on the October Board Meeting.
- Networking with Senior Leaders and City Council
 - o Out of 45 possible Council meetings, to date 4 complete, 11 meetings set, 1 'no meeting required' - 29 remain outstanding
 - o Of 12 possible with City Senior Management/Union Reps/COTAPSA key contact meetings, to date 8 done - 4 outstanding

M. Major discussed meeting highlights with Councilor Crawford. Messaging is that COTAPSA will support the City in the case of a labour disruption but, there is a reciprocal expectation that the City supports our members in the future.

Seems some offices are preparing for a labour dispute, directors believe we need to meet the unions but our commentary should be on a case-by-case basis. It was also agreed that M. Major should join ED at union meetings to discuss OMERS issue.

- COTAPSA Newsletter



Sept 8 2015
Newsletter-Final.docx

- First edition out last week
- Received positive feedback from some members.
- ED requested input from the Board for ideas for upcoming newsletters.
- The Communications Roll Out which will highlight all the external communication prepared on a yearly basis was also discussed



2015- 16
Communication Roll O

- COTAPSA Magazine – contract signed, if all goes well mid-April date for delivery



0115 Untitled.pdf

Board encouraged to provide ideas for the magazine

- Board Committee – Political Action Committee (PAC) has been initiated, President and ED plus either the First Vice or another Director

- Social Media:
Facebook has been set up
C. DiLeo has provided suggestions
LinkedIn issues with domain name
Plan is for the Executive Assistant to take over this work under direction of the Executive Director.
- Ombudsman - BN - (Information)



2015 - July 16,
Meeting with Toronto



Bulletin No. 13-15,
Ombudsman Office In

- Navigator



APS.06_Proposal_f.p
df

Motion had already been approved earlier in 2015, before arrival of new Executive Director, to go forward and engage a public relations firm in regards to government relations work. As Navigator has an established relationship with COTAPSA, working for it in 2009-2011, it was decided to continue with them.

The Executive has suggested that *Collective Bargaining* and possible *Labour Dispute* also be raised as part of the discussion with Navigator.

Suggested dates for ½ day session - 9:30 -12 noon

- September 29
- October 26

H. N-Morrison will email all the Board, regarding a confirmation on what date would work best for each member.

- Media Training – media training will be provided to the ED and the President via Jeff Ansell and Associates

7) Treasurer's Report

Treasurer

D. Altman reported in the months in which there are little or no legal fees, we record a surplus and therefore mainly for this reason August was in surplus. It should be noted that while membership seems to be dropping significantly every month our revenue appears to be holding, for the moment. The drop in members will have a major impact on next year's budget. It is therefore important to focus on a recruitment campaign.

- Credit Card Update – (verbal update) G. Ciardullo/ H. N-Morrison
 - o Applied for a credit card, G. Ciardullo will deliver the application on Friday.
- Ceridian Update
 - o Has been set up for staff
 - o G. Ciardullo has been responsible until the Executive Assistant gets trained on it.
 - o RRSP issues in mean time, COTAPSA will continue to cut cheques.
- Monthly Financials



Monthly Operating Summary.xls

MOTION: To receive the Treasurer's report (D. Altman/P. Pavlovic) Carried

8) Policies

Executive Director

The Executive recommended the following policies be adopted by the Board of Directors. In the absence of a vote from the Board some Policies have been enacted/adopted by staff.

- a) Revised Absence from Work Policy "Leave Policy"



July 22 Absence from Work Policy FIN

MOTION: To accept the COTAPSA Absence from Work Policy. (D. Altman/E. Fearon) Carried

- b) Records Management Policy



July 13 Records Management COTAPSA

MOTION: To accept the COTAPSA Records Management Policy. (R. Martinez/J. Volk) Carried

- c) Office closure at Christmas



Christmas Closing.doc

MOTION: To accept the COTAPSA Office Closure (Holiday) Policy, as amended. (D. Altman/R. Martinez) Carried

d) Clean Office Policy



Office Policy.docx

MOTION: To accept the COTAPSA Clean Office Policy. (P. Pavlovic/P. Pendleton) Carried

e) Media Relations Policy



July 22 Media
Relations Protocol an

MOTION: To accept the COTAPSA Media Relations Policy. (R. Martinez/P. Pavlovic) Carried

9) Board Governance

Executive Director

Replacement of Board Director – Cluster A (Verbal)

It was decided it's too late for a new candidate and to wait until the AGM.

MOTION: To go in camera. (E. Fearon/J. Volk) Carried

10) In camera - Membership Report with Division Breakdown

HR Officer

Issue highlighted: when a member goes on LTD, they do not pay dues to COTAPSA but as they are receiving monies from the City. Staff is requesting the Board consider revising this practice.

Staff directed to investigate whether union members pay dues during LTD.

It was requested that staff prepare a breakdown as to which division a member belongs to when they go either go on LTD or Retire.

11) In camera – other items

Executive Director

MOTION: To Rise and Report (R. Martinez/P. Pavlovic) Carried

Internal HR Item

MOTION: For the continuance of M. Simhoni's Health and Dental benefits during her LTD. (D. Altman/E. Fearon) Carried

Audit

MOTION: The Board organization to undertake an RFP to engage a new audit firm. (D. Altman/E Fearon) Carried

12)Other Business

Executive Director

- Law Firm (information)
Letter from Kuretzky, Vassos, Henderson advising of their merger with Littler LLP.



Letter to H.
Nicholson-Morrison dē

- Request from United Way for \$1,500 donation

Executive Director



COTAPSA
Sponsorship Letter fo

MOTION: The Board will donate 1,000 to the United Way. (P. Pavlovic/R. Martinez) Carried

Information – Executive Director was asked to be Co-Chair of the Leadership Group for United Way 2015

- City HR/COTAPSA minutes of August 13, 2015

HR Officer



City Cotapsa Minutes
Aug 13 2015.pdf

G. Ciardullo discussed minutes

13)Adjournment

Chair

Other Business:

P. Pavlovic raised the issue of retiree benefits for those who are not yet retired and are not part of the initial group who was offered grandfathered retirement benefits.

M. Major directed staff to prepare a report comparing COTAPSA members and the unions benefit packages. This report is to also provide information as to: where our members stand in comparison to the unions in other areas, and how far we've advanced (or lost ground) in the last 5 years.

MOTION: To adjourn. (P. Pavlovic) Carried

Meeting adjourned at 1:25 pm

Signed: Mike Major, President

Signed: Cathy Di Leo, Secretary
