

Ministry of Children and Family Development

Article 29

Meeting Date: May 16, 2017

Location: 4th floor – 765 Broughton, Victoria BC

Present:	<p><u>Ministry:</u> Manjit Bains (MB), Director, Operational and Performance Management Tim Osborne (TO), Executive Director, Strategic Human Resources Deborah Headley (DH), Executive Director, Service Delivery Operations Michelle Perren (MP), Director, Strategic Workplace Initiatives Allison Bond (AB), Assistant Deputy Minister, Service Delivery Division</p> <p><u>Union:</u> Craig Tott (CT), Sheriffs and Correction Services Component Sonja Haigh (SH), BCGEU Social Information and Health Component 6 Doug Kinna (DK), BCGEU Social Information Health Component 6 Faith Johnston (FJ), Administrative Services Component – 100 Mile House Darlene Thorburn (DT), BCGEU Staff Representative</p>
Regrets:	Mike Eso (ME), BCGEU Staff Representative
Minutes:	Esther Graham (EG), SHR Coordinator
Chair:	Allison Bond (AB), Assistant Deputy Minister, Service Delivery Division (Co-Chair); Sonja Haigh (SH), BCGEU Social Information and Health Component 6 (Co-Chair)

ITEMS	DISCUSSION	ACTION
Check in		
Review of Minutes, Action Items & Agenda	Minutes for March meeting accepted.	EG to post to i-Connect.
Leadership Development for Team Leads-update	The TL survey had 155 responses regarding leadership development which included experiential learning, coaching, mentoring, professional development and supervisor support, as well as developing feedback skills. The survey was conducted as the Union had concerns with the 360 tool, so the report will be sent to the Union.	MP to send out the report to the Union.
Letters of Expectation	The PSA no longer has a standardized letter of expectation template as they want to work directly with supervisors to ensure adherence to the collective agreement. There will be common elements such as government vehicles, OHS, teamwork, communication and wording for new employees, so MP will identify the common language with space for customization elements. Once developed that letter can be shared with PSA and then with the Union before broader distribution.	MP to identify the common language, send to PSA and share with the Union.
Parking for Social workers - update	The Union raised the issue that SWs are required to have a vehicle and then have no provided parking. The facilities representative is going to MTICS to make recommendations which will go to executive for decision with the goal of early June for a common policy.	MB to provide an update at the next A29 meeting.

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Job Posting/Temporary Assignments for admin-update	The situation previously identified by the Union of a temporary assignment becoming permanent without a competition was the result of misinformation by the PSA. MB has followed up with the area with a reminder of hiring guidelines, but a broader communication will also be distributed.	MB to draft a communication for hiring guidelines and will be announced at the DOO meeting.
Admin. Work Schedules	The Union asked if there is a draft policy document on administrative work schedules. The Ministry looked at hours of work for the SPO series, but there was no draft document for administrative work schedules. Office hours were implemented based on feedback from admin staff on workload, but work on operational requirements hasn't commenced yet. In terms of operational requirements for SWs, DK and MB are collaborating on pilot locations.	
Transfer in geographic location/float management process/seniority	Union asked if the float management information has been distributed. MB has communicated about the use of service seniority, and with scheduling employee vacation. In some cases the seniority of the team they were covering was applied not the float seniority. Union raised concerns about the filling of permanent positions with rotating employees from the float. In some cases the experience of the team is considered and EOIs are used to fill the position. If the Union has specific concerns they can raise with MB for follow-up.	MB to send communication about the application of service seniority.
Substitution Guidelines - update	Draft guidelines were previously brought to the committee, and then the Union provided feedback so revisions were made based on that feedback. DK suggested one other area of change so that revision has also been made. The Union asked about the practice of having to act for more than 3 days, but sub pay is for doing the principal duties.	

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Recruitment and retention for Youth Custody Centres	The Union raised the concern that recruitment and retention is challenging for the custody centres, in particular the Prince George centre. A second issue was raised of a federal exemplary service award and how the nominees are selected.	TO to follow up with LA about the exemplary service award and recruitment data.
Joint Administrative Working Group Update	The second forum has been tentatively planned for end of June, and applications from the EOI are being processed. The first day will be a show and share of the progress the committees have made towards their goals. There is also a posting for an admin consultant position that will be overseeing admin projects for the Ministry.	
OH&S - report out on OHS meeting	The joint OSH committee met on May 15 and talked about developing a TOR that will incorporate the overall intentions of the committee. There was discussion about the action items from BYSCC and the protocols for working with youth and parents using illegal opioids. The Union asserted that the release of the memorandum on opioids for front line staff was delayed and there should have been a swifter response. A memorandum has been issued and is available on iConnect, as well the DOPs have been working with staff and SDAs have been sending staff for training, as well there will be a phone in Q and A for staff. The Union asked about the training of custody staff on the naloxone kits.	DH to follow-up about naloxone kits and training for custody staff.
Appendix 4 update	The work is continuing to close some of the older ones and some new have come in. Question about how many are still outstanding so MB and SH will do a count and report back at the Next A29.	MB and SH to do a count of outstanding items and report back.
Next meeting	July 12, 2017 will be next meeting 9:00 -12:00 PM.	