

Ministry of Children and Family Development

Article 29

Meeting Date: November 16, 2016

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 Robert Watts (RW), Executive Director, Service Delivery Operations Michelle Perren (MP), Director, Strategic Workplace Initiatives</p> <p><u>Union:</u> Craig Tott (CT), Sheriffs and Correction Services Component Sonja Haigh (SH), BCGEU Social Information and Health Component 6 Mike Eso (ME), BCGEU Staff Representative Faith Johnston (FJ), Administrative Services Component – 100 Mile House Susan Powell (SP), Co-Chair & BCGEU Social Information and Health Component 6</p>
Regrets:	Allison Bond (AB), Assistant Deputy Minister, Service Delivery Division Doug Kinna (DK), BCGEU Social Information Health Component 6
Minutes:	Esther Graham (EG), SHR Coordinator
Chair:	Robert Watts co-chaired for Allison Bond, ADM (Co-Chair); Susan Powell, BCGEU SIH Component 6 (Co-Chair)

ITEMS	DISCUSSION	ACTION
Check in		
Review of Minutes, Action Items & Agenda	One change to be made to the September minutes about seniority tracking in youth custody.	EG to make revision to Sept. minutes and send to CT for approval before posting to i-Connect.
Leadership Development Review Program for TLs	A draft questionnaire has been created and when complete will be shared with the Union for review and comment. The intention is for the TLs to report what would be most useful for them in terms of leadership development.	
Letters of Expectation	A standardized letter of expectation is still a work in progress; the Ministry has been working with PSA on a draft letter and will be able to share with the Union before the next A29. There will be one letter for administrative positions and one for social workers. The Union asked if EDS will be able to change the letter, since the concern is that additions may be contrary to the collective agreement. The Ministry has yet to decide about changes to the letter, but the intention is to have standardized letters of expectation, and a communication plan would accompany the release of the letter.	MP to share draft letter with Union when complete.

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Joint Administrative Working Group	A draft OA7 job description has been created and the committee is working toward completing all job descriptions by Nov. 30 th , 2016, then will forward to BCGEU for feedback, before seeking endorsement from executive, and then confirmation of classification from PSA in early February. Once those steps are completed, a communication will be sent out that this is the job description to use in the Ministry. With the staffing/recruitment subcommittee a pilot job description is going to the PSA for a position to provide support on work happening through JAWG. The online manual team has been working with internal communications and are collating feedback and information. The Union commented that would be good to have a similar program for resources for social workers.	
Follow up discussion Youth Justice Q and As	Union is concerned about the statistics potentially missing some incidents, so if explanation isn't provided contact TO who will follow-up. Also a question about threat assessments being done in the youth custody centres, and if employees are able to contact the OSH managers directly with concerns. The contact information for the OSH managers is accessible through the GAL or on i-Connect.	CT to contact TO if doesn't receive statistics explanation. MP to send a communication on threat assessment procedures through PSA.
Education Leave - update	There have been no requests for education leaves.	
Transfers in Geographic Region	The Union asked for clarification about the process for transfers within geographic region as employees may receive different messages in different offices. The first process is for employee-initiated where the employee applies and is placed on the list, then if vacancy opens and the employee has the most seniority they will move to that office. The second process for managing within 32 km is under discussion between now and January, and the aim is for a transparent process that is clear to employees.	
OH&S - report out on OHS meeting	The joint Union and Ministry OSH committee met Nov. 15 and were able to start discussions that have been part of the A29 meetings. The proposed meeting schedule is 3 times/year and need to develop a TOR. The one issue that stood out is training for the JOHS committees, and inexperienced JOHS committees dealing with violent incidents. There previously was a report that came out annually and there will be a communication from the Union on -the Nov. 15 meeting.	EG to look at changing some 2017 A29 dates to have OSH meeting the previous day. Union to draft a communication on the Joint OSH

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		meeting held Nov.15.
Our Workplace	The Healthy Workplace Strategy was previously established create and sustain a healthy workplace, but the time has come for a refresh and renewed focus on engagement, culture, health and wellness. There will be an engagement committee with a divisional representative from each area to see what is working, and what can be done corporately to address the critical pieces and prioritize for a 3 year plan. The Union would like to see front line staff on the committee, and has some concerns about using WES scores to prioritize as not always an accurate indicator based on response rates. The Union also raised the issue of previous concerns being deemed out of scope, and employees losing confidence in the process. The Ministry recognizes that there is work to be done but is committed to the process with best intentions. There was further discussion about respectful workplaces training which has been a work in progress.	MP will send a list to SP of the members. TO connect with Jeff about respectful workplaces.
Admin. Hours of Work	Some offices have had administrative hours of work agreements, and one is set to expire without knowledge of the future proceeding after the expiry of the letter. Provincial discussion and policy determination is still in the works, so RW will talk to AB to see what the intention is in these specific circumstances.	RW will follow-up with AB about letters with end dates and what the action should be in those instances. RW will also follow-up with EDS.
Appendix 4 update	There have been 2 meetings, have completed some of them and are on track for remaining items.	
Acknowledgement	Many thanks to Sue Powell and Robert Watts on their contributions to the A29 committee, and all the best in their future endeavours.	
Next meeting	January 17, 2017 will be next meeting 9:00 -12:00 PM.	