

## Ministry of Children and Family Development

Article 29

Meeting Date: September 20, 2016

Location: 4<sup>th</sup> floor – 765 Broughton, Victoria BC

<b>Present:</b>	<p><u>Ministry:</u> Allison Bond (AB), Assistant Deputy Minister, Service Delivery Division 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</p>
<b>Regrets:</b>	Manjit Bains (MB), Director, Operational and Performance Management Susan Powell (SP), Co-Chair & BCGEU Social Information and Health Component 6 Doug Kinna (DK), BCGEU Social Information Health Component 6
<b>Minutes:</b>	Esther Graham (EG), SHR Coordinator
<b>Chair:</b>	Allison Bond, ADM (Co-Chair); Susan Powell, BCGEU SIH Component 6 (Co-Chair)

ITEMS	DISCUSSION	ACTION
Check in		
Review of Minutes, Action Items & Agenda	No additions or changes to the minutes.	
Youth Justice Q and As	Lenora Angel joined by phone for a follow-up discussion on questions submitted by the Union on BYSCC. Union concerned that not all incidents captured in the data so if there are instances forward to Lenora to double check. There is also concern about who has the authority to do notifications, might be the police but would have to have a legal opinion. In terms of transport the legal parameter is that function belongs to the sheriffs. Regarding seniority dates the agreement with employees in adult custody is the date of hire as basis of seniority, Lenora hasn't heard this issue before but would be happy to participate in discussion with Union and PSA.	Union to identify if any incidents not reflected in statistics and report to Lenora.
Update on BYSCC incident	Ministry and BCGEU previously held a joint meeting regarding the BYSCC incident and actions taken at the facility. Lenora advised of a number of upgrades and policies implemented regarding dishware, deadbolts, electrical outlets, removal of cupboards and type of microwaves installed. Ministry is trying to avoid creating a completely sterile environment while maintaining safety for employees. Union expressed concern about microwaves and staff safety as this has been an issue in adult custody, and asked about an incident at Prince George youth custody. Lenore advised that the Crown determines the charges and in some cases youth have	

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	been moved to adult custody.	
Leadership Development Review Program for TLs	There will be a survey going out to staff to ask what they would like for leadership development, and when that is complete A29 will be updated as to the project direction.	
Letters of Expectation	Ministry has been working with the PSA to develop a letter of expectation for consistency. The consultation is still in progress with PSA so letter will be distributed when a draft is complete.	TO to distribute draft letter of expectation before next A29 meeting.
Substitution Pay Guidelines	Ministry presented a draft substitution pay guidelines document that uses the language of the collective agreement around the principal duties to be performed, and not necessarily the length of the substitution opportunity. Union would like time to review the document before further discussion occurs.	Union to review document and indicate when ready to discuss. TO to arrange conference call with PSA, Ministry and Union on the draft guidelines.
Joint Administrative Working Group	The JAWG has put together a proposal and agreed between the sub-groups, and is now framing some governance structure for the work going forward. The finance group has collated tips and how tos to incorporate into the administration manual so the committees have been putting in a lot of effort as well as their usual workload. The intention is that the groups will work together till April 2017 but will depend on the completion of the committees' tasks.	.
Administrative component – hours of work	Union raised the issue of administrative staff being told that they no longer have flexibility with hours of work. The collective agreement states that hours of work will be decided at a local level between supervisor and employee, but emails are being sent to staff that hours of work can't be agreed on at the local level. Ministry has been working on a standardized operational requirements document which wouldn't address hours of work, but could potentially have an impact in some locations. To date that document is in draft and isn't being implemented, and Maria Middlemiss would be the Union contact if hours of work are potentially affected with operational requirements. There was note that went out to the EDs but may need another communication about hours of work.	AB will send out a note as to the status of the operational requirements document. RW will send a note to the EDs that hours of work are to be agreed

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		on at the local level.
Education Leave	There was one request for education leave and it was approved. Union has had concerns of leaves under 4 months not being approved, but could be a case of operational requirements and employees may have to use annual leave instead.	
OH&S – Risk Assessments	<p>Discussion about targeted threat assessments and if they are conducted in the youth custody centres, MP to follow-up on this and report back. At the last A29 meeting the Union raised a concern about client risk assessments and awareness of how to use the tool. Ministry reported that OSH managers hosted staff information sessions, sent out a newsfeed article on the updates and where to find them, sent an email to executive about the usage of client risk assessment forms, i-Connect has been updated with the latest information, CRA forms are displayed more prominently and OSH managers have had discussions with supervisors and staff.</p> <p>In the July call to leaders Marny Williams and RW talked to that group about the client risk assessment and got very few questions so education seems to be working. On the next call Marny will talk about the news article on Replay which generated more questions, so will present about when and where to use.</p>	<p>MP to find out if there is targeted threat assessments done in the custody centres.</p> <p>TO to ask Brandon Thistle to connect with CT about action items from BYSCC.</p> <p>MP to arrange OSH meeting Nov.15.</p> <p>Union to identify who should work with MP on agenda for the Nov.15 meeting.</p>
Appendix 4 update	There will be a meeting about a few new issues in Vancouver on October 7 <sup>th</sup> , no updates this meeting since MB and SP not present.	
Next meeting	Nov.16, 2016 will be next meeting 9:30 -12:30 PM.	