

Ministry of Children and Family Development

Article 29

Meeting Date: July 12, 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> Sonja Haigh (SH), BCGEU Social Information and Health Component 6 Faith Johnston (FJ), Administrative Services Component – 100 Mile House Darryl Flasch (DF), BCGEU Social Information and Health Component 6 Russell Katzer, BCGEU Staff Representative for Darlene Thorburn</p>
Regrets:	Darlene Thorburn (DT), BCGEU Staff Representative Craig Tott (CT), Sheriffs and Correction Services Component
Guests:	William Strickland (WS), Director of Operations, Centralized Services Hub Anita Misri (AM), Director, Learning and Development
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 May meeting accepted.	EG to post to i-Connect.
Centralized Services HUB	Union raised the issue of referrals for home studies have delays and may not be helping SW workload. WS stated that the intention of the Hub is to reduce admin concerns for file staff, but with that change there are some new processes and Hub staff are in a growth phase to best accommodate the requests. Union asked about the timeline which was South Island SDA June '16 for 4 months to develop the process, then a roll-out of adding a new SDA every 2 weeks. Since then some other pieces of work have started so there will be an additional staff team, and a Lean project this summer to ensure the workflow is efficient. When there is incomplete documentation submitted to the Hub, it requires staff time to gather the missing pieces. Union asked what documentation is missing, but it is a variety of things. The Union also asked about the current timeline, which is 40 day turnaround approx. from the time the memo is sent for out of care. The Hub is adding more staff since one item underestimated was the 3 of over 18 year olds living in the home which	

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	requires screening. Once the Hub has some measures in place they can report back on those measures since the intent was to reduce workload in the field.	
Centralized Services	The Union asked if centralized services is resulting in less work or creating more work for staff. The coding is now more consistent but DH will report back with data from Sheila Robinson.	DH to provide data from Sheila Robinson about centralized services.
Letters of Expectation	MP worked with BCPSA to create a standardized letter of expectation and provided to the Union for their input. The Union will review, EG will send an electronic copy and MP will set up a meeting for discussion.	Union to review separately. MP to schedule a meeting with the Union. EG to send electronic version.
Parking for Social workers - update	There have been 2 meetings of the working group but no strategies have been developed yet. The Union asked for a timeline so MB will ask Aaron Brown to the next meeting. The Union will send MB information on any other areas asked to pay their own parking.	MB to ask Aaron to next meeting. Union to send information on other locations paying own parking.
Job Posting/Temporary Assignments for admin-update	A letter was sent to EDS and DOOs reinforcing that temporary assignments are not to be used for permanent job openings. AB has drafted a letter to be sent to the original employees affected, will be sent to FJ.	AB to send letter to FJ for distribution.
Child Protection Online Training	Anita Misri attended to speak about child protection online training which had a pilot last year, but there was feedback that the training wasn't meeting the employees' needs. A new model was designed with input from employees in various roles, and the intent is that will shift to the new model in the fall which involves 3 weeks face to face focused on practical skills. There will be a comprehensive evaluation of the new model and creating an evaluation framework.	AM to come back to A29 in the fall to give an update.
Hard to Recruit areas recruitment - update	The Union asked for an update on the HTR areas as some employees perception is that some areas are benefitting more than others. The volume of HTR applicants has increased but there needs to be more promotion. The Union asked if applicants can apply on both the HTR and the quarterly, MB to confirm.	MB to confirm if applicants can apply on both HTR and the quarterly.

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Joint Administrative Working Group Update	The joint administrative forum was held in June, AB and Stephanie Smith attended. An online manual will be launched in September, 5 job descriptions will go through the classification process, and a career development path tool. The forum canvassed new ideas and prioritized the work which will be assisted by the new 18 reporting in MB's area.	
OH&S	There is work being done to provide executive with a report on OH&S statistics. The opioid response guidelines went out and will have more communication to offices and information on the exposure control plans.	MP to present the Our Workplace strategy in the fall.
Wildfire Updates	The teams in the Thompson Cariboo are working very hard to look after their clients as well as their own families. Centralized screening is assisting with phone calls to kids and parents, and being proactive in case Williams Lake is evacuated. Staff members are going above and beyond to help out, and if asked to work in another office will be on travel status.	.
Appendix 4 update	There are about 15 remaining, sent 6 closure letters and the work will continue.	
Next meeting	September 13, 2017 will be next meeting 9:00 -12:00 PM.	