

Ministry of Children and Family Development

Article 29

Meeting Date: September 13, 2017

Location: 4th floor – 765 Broughton, Victoria BC

Present:	<p><u>Ministry:</u> Manjit Bains (MB), Director, Operational and Performance Management Deborah Headley (DH), Executive Director, Service Delivery Operations Teresa Dobmeier (TD), A/Assistant Deputy Minister, Service Delivery Division Cathy Phillips (CP), Sr. Manager, Occupational Health and Safety for Michelle Perren</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 Cathy McCallum, BCGEU Staff Representative for Darlene Thorburn Craig Tott (CT), Sheriffs and Correction Services Component</p>
Regrets:	Darlene Thorburn (DT), BCGEU Staff Representative Tim Osborne (TO), Executive Director, Strategic Human Resources Michelle Perren (MP), Director, Strategic Workplace Initiatives
Guests:	Aaron Brown (AB), Director, Assets and Facilities Management
Minutes:	Esther Graham (EG), SHR Coordinator
Chair:	Teresa Dobmeier, A/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 July meeting accepted.	EG to post to i-Connect.
Letters of Expectation	CP presented the draft letter of expectation that includes the Union feedback. The Union asked if this letter is intended for the whole ministry or certain areas, as there are items such as youth justice that it may not be applicable for. The Union and the Ministry had a conference call about the letter and those changes have been addressed, but need clarity about the intended usage across the Ministry or specific job profiles.	MP to clarify if this is for SWs only and if for youth justice.
Parking -update	Aaron Brown, Director of facilities joined by phone to give an update on parking. There have been 2 working group meetings with representatives from different stakeholders such as rural, urban, and SWs. There is an information note in the development stage and hope to have a draft in the next 2 months for discussion with the committee and sign-off in November. The Union raised the issue of staff having a vehicle being a requirement of the job, and the Ministry asked if it is a requirement for a license or access to a vehicle. The Ministry asked the Union to send examples to Aaron and have an update by the November meeting.	DH to investigate if the requirement is for a license or a vehicle. Union to send specific examples where of offices where SWs have

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		to bring vehicles without access to parking.
Centralized Screening Stats	Centralized screening will do a one point in time scan to see the #s for domestic violence, at the present time there aren't any statistics. There is now a DOP and a consultant to have more consistency in training, and employees are trained to code using descriptions. QA is conducting an audit on how the calls are being screened so there should be more data after that audit. The Union would like to see the results of the audit when it's completed.	MB to follow up with Sheila to report back on the statistics.
CYMH Inventory	The Union asked for clarification and definition of the CYMH inventory. There was an initial posting in March and applicants were pre-screened and a round of interviews for the SPO 25 generalist position. 45 people were successful and went into the inventory that SDAs can post to, complete the past work performance checks and do the interview process. The idea is to have a large pool of applicants but some communities may have their own postings. The Ministry asked the Union to provide any questions for developing a Q and A about the inventory.	MB to clarify how long the eligibility list is. The Union will send any questions for a Q and A development.
Acting Opportunities-policy on selection	The Union raised the issue of who is asked to provide coverage in acting opportunities. This isn't covered in the collective agreement, so employees can include the goal of acting opportunities in their MyPerformance and have that conversation with their supervisor.	
Privacy and sign out procedures	In some offices the practice is that when employees are absent or off-site a board shows the reason for their absence. This can be a privacy issue as clients can see the boards in some cases, and some employees may not want their team to know the reason for their absence.	MB will ask Shirley Dickerson about possible messaging to offices.
Hiring and Growth Series	The Union asked about the SW growth series where in the past employees with the specialization were put into Step 2. There is work being done on the SPO series and with the post-secondary institutions in conjunction with learning and development.	
Delegation of Scw'exmx in Merritt	The Union asked about a timeline for the delegation of Scw'exmx in Merritt. There are still pieces of the delegation process that aren't complete yet so difficult to relay a concrete timeline. However the Ministry is committed to continuing to communicate with the staff in that office.	

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Recruitment and Retention in Youth Custody	The Union asked for an update on recruitment for youth custody. TO to follow-up with Danielle Carter-Sullivan on the work being done in this area.	TO to follow up on work being done on youth custody recruitment.
Hard to Recruit areas recruitment - update	On the last HTR job posting there were 11 hires, and 5-6 went to the northwest. If someone wants to apply on the HTR the results only apply to that posting, but they can separately apply to the provincial posting. The MOU on the incentives was for a year so will be revisited.	
Joint Administrative Working Group Update	There is now an employee confirmed in the admin consultant role and there will be a transition period where she will be taking on the role of the support for the remaining groups. The admin manual will be launched this fall, and after the one year pilot of the admin consultant role will be able to report back on the work of the JAWG.	
OH&S update	The next JOHS meeting is scheduled for Nov.15 and there has been a good discussion and development of a draft TOR. The last meeting talked about the recommendations for BYSCC and the action plan. The Ministry is looking at incident tracking and how data is tracked moving forward.	
Appendix 4 update	There are still 15 left which are still being worked on, and there has been good progress at the DOO level that limits the number that come to A29.	
Education Leave update	There has been a request for education leave that has been approved.	
Next meeting	November 16, 2017 will be next meeting 9:00 -12:00 PM at 525 Superior St.	