

Ministry of Children and Family Development

Article 29 Update

Meeting Date: June 9, 2016

Location: 4th floor – 765 Broughton, Victoria BC

Present:	<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> Susan Powell (SP), Co-Chair & BCGEU Social Information and Health Component 6 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 Doug Kinna (DK), BCGEU Social Information Health Component 6</p>
Regrets:	Manjit Bains (MB), Director, Operational and Performance Management Craig Tott (CT), Sheriffs and Correction Services Component
Minutes:	Esther Graham (EG), SHR Coordinator
Chair:	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. Review of complete action items list, and identification completed of actions to be removed, or duplicate actions to be combined.	EG to update action items with current items only. SP to send an email as to what is missing in ICM training.
Leadership Development Review Program for TLs	Ministry explained that the intent of the LDR for TLs is career and development focused, not for performance management. The tools can be helpful, but sharing the results with a manager will be voluntary. The Union is concerned that feedback will potentially be guarded if employees are concerned about the protection of their anonymity. Another concern of the Union is members evaluating other members. The Ministry is focusing on the supervisor level in part because the WES results, although improved, show an area for improvement here, so the focus is on career and development. The Union would like more discussion on this project so MP will organize a separate meeting and presentation.	MP to organize information workshop with Union on what the plan is, and how it fits in the broader strategy of the Ministry.

Ministry of Children and Family Development

Article 29 Update

Meeting Date: June 9, 2016

Location: 4th floor – 765 Broughton, Victoria BC

ITEMS	DISCUSSION	ACTION
A29 Terms of Reference	Union asked for the addition of the phrase regarding responsibilities as per Article 29.4 of the collective agreement to the TOR. Amendment was made and AB and SP signed the TOR.	
Joint Administrative Working Group	The JAWG worked on several objectives as part of the supervisory SDD conference. Including information gathering and feedback. An EOI has been put out for a membership refresh since approval has been given till April 2017. The focus has now shifted from planning to actually doing the work. Union brought to the attention where people have been in acting position for longer than 7 months. Ministry would like to be notified of those situations.	RW to follow up on the leadership call with a reminder of the agreement for vacancies longer than 7 months.
Substitution Pay	Ministry is working on draft guidelines and the definition of principle duties. Some discrepancy in practice of the criterion for substitution pay, including length of time acting in the role before sub pay applies. This topic will be raised at the EDS meeting.	TO work on sub pay guidelines. RW to raise topic at EDS meeting.
Vacation Preference Process	Has been discussed offline, no further discussion required at this A29 meeting.	
Appendix 4 update	There are still some specific items to address as some were added and some dropped off. The CYSN items haven't been successfully resolved so have been forwarded to the DM's office. There is potential for the LEAN process to provide some solutions for CYSN.	
OH&S – Risk Assessments	Union has concerns that risk assessments are not being done consistently, and that the webinar is being interpreted differently by employees. There is a perception that the risk assessment means more paperwork, but it is a tool to ensure the safety of employees. The webinar was designed to be economical with people's time, but needs to communicate how to use the tool clearly.	TO look at the webinar and check-in with the OHS managers to see how the tool is being used and are there questions. AB to have links to Qs and As on the next leadership call.

Ministry of Children and Family Development

Article 29 Update

Meeting Date: June 9, 2016

Location: 4th floor – 765 Broughton, Victoria BC

ITEMS	DISCUSSION	ACTION
		MP OHS meeting to be planned for day before Nov. A29.
Letters of Expectation	Union raised the issue of Letters of Expectation being given to employees, but there are differences regionally. As well there is the concern that some have hours of work wording which shouldn't be in that format, and also the language around STIIP. The Union would like there to be a provincial letter of expectation template that is consistent with the collective agreement. Ministry agreed to develop a sample letter of expectation for SWs and one for administrative staff for future discussion with the Union. The letter could potentially be sent out annually with correct links and policy updates.	TO develop a sample Letter of Expectation for SWs and administrative staff.
Education Leave	Ministry working on determining the statistics, from the beginning of the year there have been 7 requests. None of the requests have come to the A29 committee which is in the collective agreement, so a reminder would be useful.	TO will send out an email to the ADMs and ask them to distribute.
Next meetings	Sept. 20, 2016 will be next meeting 9:00 -12:00 PM.	