

## Ministry of Children and Family Development

Article 29 Update

Meeting Date: April 14, 2015

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 Manjit Bains (MB), Director, Operational and Performance Management</p> <p><u>Union:</u> Susan Powell (SP), Co-Chair &amp; BCGEU Social Information and Health Component 6 Sonja Haigh (SH), BCGEU Social Information and Health Component 6 Faith Johnston (FJ), Administrative Services Component – 100 Mile House Mike Eso (ME), BCGEU Staff Representative Craig Tott</p>
<b>Regrets:</b>	Robert Watts (RW), Executive Director, Service Delivery Operations
<b>Guests:</b>	N/A
<b>Minutes:</b>	Michelle Perren (MP), A/Director, Strategic Workplace Initiatives
<b>Chair:</b>	Allison Bond, ADM (Co-Chair); <b>Susan Powell, BCGEU SIH Component 6 (Co-Chair)</b>




ITEMS	DISCUSSION	ACTION
Check in	Updated	
Article 29	The Union wished to discuss having a chair onsite at meetings. The Ministry offered and secured Tim Osborne as the co-chair backup.	
Review of Minutes , Action Items & Agenda	January 2015 minutes reviewed and confirmed	Michelle to upload to iConnect site.
Centralized Screening	<p>The Ministry formally acknowledges that a meeting took place between the union and employer, specifically at the Joint Working Group and with the members of the Joint Administrative Steering Committee, clarifying that the time study should have been discussed in more detail; more questions could have been asked by the union; in order to ensure each had full understanding of the process and potential implications. Lessons learned will be implemented in future projects.</p> <p>In consultation with JASC and centralized screening project manager, it was agreed that the time study information can be used for work the JASC is doing in relation to job description and role clarity.</p> <p>The time study provides the Ministry with valuable information to determine how many people we need, highlights the business process into Tier 1 – relatively easy calls; Tier 2, high-level of information or direct traffic – likely be a Tier 2 function in the centralized screening (CS) hubs. Tier 3 child protection. With Tier 3 ICM gives us #'s of incidents, but can't do this with phone calls. Still in the process of determining phone process.</p> <p>The Ministry reminds that it is conducting a Business Service Redesign – centralized screening is the first function that is going to the centralized screening hub. Extended Family Program was leaned and will go to centralized screening. The Ministry confirmed that no administrative jobs would be lost as a part of this process.</p>	No action – ongoing updates on progress.

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<p>Information Privacy &amp; Personal Use</p>	<p>The Union asked for clarification on the use of personal devices, WIFI and associated consequences. The Ministry invited Don Costello to respond to the union's inquiries.</p> <div style="text-align: center;">    </div> <p style="text-align: center;">                 Questions from Article 29 committee.c    NDAА_2011_Oct.docx    Appropriate use policy.pdf             </p>	<p>Don Costello attended and provided overview as requested.</p>
<p>Canada Winter Games</p>	<p>The Union wish to advise the ministry that no one from the PCYSS or Liquor Board had received emails regarding the Canada Winter Games.</p> <p>The Ministry indicated that the communication was distributed from central location and will ensure the correct contacts are included in future communications.</p>	<p>No action required.</p>
<p>Joint Administrative Forum Update</p>	<p>First ever joint administrative conference was held Feb 11/12, 2015 for admin staff across the province about 50 people, identified priorities, end of day one, top themes fleshed out more fully in table discussions on: Job Description/Role Clarity, Staffing, Training, Consistent process/practice, Online Admin Manual, Wellness/engagement and an idea of an Admin Consultant position. Recommendations were put forward to JWG – admin subcommittee continue for a Joint Administrative Steering Committee (JASC) over the three working groups. TOR, expectations, strategy, plan would be based on what was heard of at the forum. Recommendations, topic 3 topics, in to working groups: JD, Admin Manual, Staffing - Consistent process would be addressed through those working groups. Recognition and Wellness, &amp; Training, established committees – one members of our JASC will be a part of those working groups.</p> <p>The JASC send out an EOI – 3 week period get people to come forward to co-chair, choose, and then work with them, to develop work groups, adding members. End of year, report back to JASC and then back to JWG on April 21<sup>st</sup>. In addition, the time study may also be helpful to add to our workgroup.</p>	<p>Ongoing updates to be provided at A29 on JASC progress.</p>
<p>OHS</p>	<p>The Ministry and Union agree that the OHS discussions are important to the JWG and to Article 29. JWG specifically discussed this topic to address the RCY's inquiries. In moving forward, an offline discussion will need to take place in order to determine the future of the OHS sub-committee. In addition, looking at a joint health and safety meeting in the Fall.</p>	<ul style="list-style-type: none"> <li>• Conference call within 2 weeks to discuss health and safety (Tim to arrange)</li> <li>• Tim to explore Fall Joint Health and Safety Meeting.</li> </ul>
<p>Cost breakdown request</p>	<p>The Union inquired about what the actual costs are (sheriff costs, everything involved, all over the province). The Ministry has indicated that this inquiry should be taken forward to Justice.</p>	<p>Union should take inquiry to Justice.</p>
<p>Victoria Youth Custody Centre</p>	<p>The Union requests an update on the Youth Custody Centre. The Ministry advises that we have moved to reduced hours, and have 2 regular employees remaining to place.</p>	<p>Regular update.</p>
<p>Violence Stats</p>	<p>The Union indicates that they have managed to get on the BI system. 2013 – 2014 (April to March) 990 incidents – violence. 647 Burnaby, 182 in PG, 161 Victoria; Apr 4 2014/15 889 this year 257 in Burnaby. The Ministry advises that we track incidents on staff only; anything to do with staff injury/incident (not resident to resident).</p>	<p>Craig Tott to follow up with Jim Arnold on incident stats.</p>
<p>Appendix 4</p>	<p>The Ministry and Union met and went through the Appendix 4's – about 15 remaining.</p>	<p>Regular update.</p>
<p>Education Leave</p>	<p>N/A</p>	<p>No action required.</p>

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Director Review	Update deferred	Sue to provide update at next A29
Chapter 3	Update deferred	Sue to provide update at next A29
Joint Article 29	June 23 <sup>rd</sup> fixed. Deputy of the BCPSA. No final agenda. Harvard School of Government involved, Elaine Bernard? Likely full-day.	BCPSA to distribute information on session.
Next Steps	<p>Education Leave; OHS, JASC, Appendix 4, resolved for the health and safety; take off Canada winter games; report back on Cost Breakdown; violence stats – CT to talk with JA. Director reviews &amp; Chapter 3 update with Sue. JA29 training will have taken place.</p> <p>Add centralized screening as well – moving to implementation would like to call a few of you before this meeting – that may have an impact on members. If we could schedule an A29, but would likely be a sub-set of you- would like to collaborate on planning and implementation – let Michelle know.</p> <p>Add ICM as standing item.</p>	<p>Union to advise Michelle of who should be a sub-group to discuss centralized screening.</p> <p>Michelle to send centralized screening documentation to JWG members.</p> <p>Nancy McComb to go over centralized screening redesign process.</p>
Next Steps	Review July meeting – confirmed for Victoria (July 7 <sup>th</sup> )	