

ASW Steering Committee Meeting Minutes – Oct. 12, 2016

BCPSEA Offices 1pm – 3:30pm

Attending: Shari Featherstone, Kevin Black, Diana Hillocks, Susan Trower, Tammy Sowinski, Sue Ferguson. Bruce Tisdale and Terry Taylor via conference call.

1. Readiness Audit Status / Needs Assessment Update:

Shari reported that audit visits have been completed in four of five SD's with the final SD scheduled for Nov. 1st. Each meeting has been structured somewhat differently with stakeholder involvement varying as well; specifically, the issue of when and how to involve unions has been evolving with a view to ensuring the project remains management responsibility while providing transparency and comprehensive communication with the union and ultimately all stakeholders about the project including updates and opportunities for feedback and input along the way.

With data/reporting being Step One, and the priority issue right now, each SD is at slightly different readiness states and most are working towards ensuring the correct data is being collected. Of the five SD's involved in this ASW project, three use SRB (SD's 19, 53, and 74) and two use SDS (SD's 10 and 58).

SD53's data input process is already well established and Shari will be working with Susan in regards to reporting/analyzing. Sue indicated Abbotsford uses SRB and has done some good work internally on data reporting. Langley SD has paid for some reporting/analysis tools from SRB, however has yet to receive this.

Next Steps: address any data deficiencies and develop attendance reports

2. Project Communication and Awareness Update:

Communication during the project is important. Want to build awareness as we go.

Direct managers/PVP – A rep of this group has been or will be included in the district stakeholder meetings regarding the audit. Need to ensure that direct manager group/PVP are clear on the project purpose and their role – they are a key group in making this project successful. Would be helpful for Superintendent/Secretary-Treasurer to discuss the project with this entire group during regular meetings – can use the Power Point. Opportunity for initial questions before formal training.

Unions – Union reps are being included or will be included in the initial district stakeholder meetings to review the project and audit. Keep lines of communication open and manage expectations about how much involvement you want from them. Susan (SD53) reported there have been conversations about the ASW Initiative over the past year and recent emails have gone out to the unions announcing the ASW project. SD 58 will send communication this week to all union presidents (and to contact person

for Aboriginal Support Workers who are non-unionized) to announce the ASW project and arrange for a stakeholder meeting in the coming few weeks. SD74 has announced the project to union presidents and will hold a stakeholder meeting on Oct. 18th, including a Power Point presentation – Shari to attend. Sue commented that union involvement in the Health and Wellness portion can be beneficial – their input can assist with sourcing existing resources and identifying possible health risks in the workforce.

Employees - Once manager group informed and union's aware, Sue recommended SD's provide PowerPoint presentation (available on BCPSEA website - SD's can modify as required) or key ASW messages to all employees via Principal or Board office person (best person is generally the direct manager). Will depend on district culture. Sue also recommended **not** sending information to **all** employees regarding their attendance, nor showing a list of all employees' attendance data. Communication with stakeholder groups is also important (including trustees and unions) along the way so that these groups can relay information to others as well as back to Human Resources.

Board – useful to have a general awareness of the project, from a budget and governance perspective. SD58 has communicated about ASW project with Board. SD's need to determine the appropriate type of communication to their own Board's. Shari available to assist.

Learnings so far are to clearly communicate the purpose of a meeting with stakeholders when you have them so there is not a built in expectation of a “standing committee” unless that is your intent.

Sue confirmed she has questions provided in SD34 Employee Survey and she will forward them to Shari for review and consideration of the group.

Next Steps – complete stakeholder meetings. Presentation/discussion with direct manager/PVP groups. Communicate with Board as appropriate.

3. Discussion with BCPSEA – Sue Ferguson:

- a. Future Direction of ASW Initiative – Sue reported that at the end of the 2016-2017 school year 30 SD's will be involved directly while others are involved indirectly. BCPSEA is looking at having additional districts come on in the following year; Sue is retiring Nov. 30th and her replacement will just be overseeing Attendance Support and Wellness Initiative – BCPSEA has funding for one more year at present.

She reports the Ministry is quite happy with the results so far, with reductions in absenteeism being reported just by having initial conversations with employees identified in the ASW program. When Deloitte did their report the average teacher absence was 7.9 days per year. After Vancouver and Surrey started their ASW programs the average went down to 6.2; support staff is down as well, however absenteeism among EA's has not been significantly reduced.

EFAP usage has increased in pilot SD's as has usage of My Good Health (Pacific Blue Cross). It is hoped that there may be funding provided for Morneau's "Total Health Index".

Sue explained the ASW project is not a Ministry mandated initiative, and that it is about changing personal and organizational cultures around health, wellness and absenteeism. There have been positive stories about people being helped and savings being realized because of less absenteeism.

Homewood Health has been contracted to provide disability case management to Phase 2 SD's (pilot SD's) for those employees who don't fit within JEIS or SIP. It is possible that this may be extended to Phase 3 SD's later this year.

- b. EDAS update re: ASW attendance data – Hilary (BCPSEA) has been working with SRB, SDS and the Ministry in regards to assistance with data collection for EDAS. While it's only collected four times per year, and it cannot do the district level analysis (it is warehouse data with no names), there may be provincial trends to look at by end of this school year.
- c. Historical attendance data – before beginning to have individual conversations with employees SD's are recommended to have one year worth of analyzed data.
- d. Training options:
 - i. ASW online training course (pilot phase) – scheduled for Oct. 31 – Nov with a questionnaire at the end. This one hour presentation is meant to be a refresher or an introduction (not the complete ASW project). Names of HR, Managers, Principals who could commit to this pilot during the dates above should be forwarded to Shari if SD's have not already done so (and she will forward as an OLRC group to BCPSEA).
 - ii. Workplace Disability – in person Nov. 4, 2016: This is geared to an HR person, providing basic information regarding duty to accommodate, medical information etc. See BCPSEA website for details and registration information.
 - iii. Train the Trainer – ½ to 1 day in person – dates to be confirmed but will be prior to end of November.
 - iv. In-house training – this is based on internal capacity.
- e. Other SD's beginning ASW Initiative: SD's undertaking ASW this year include: SD's 5, 8, 10, 19, 33, 37, 38, 40, 46, 53, 58, 73, 74, 85, 91, and 93.
- f. SRB ASW data reporting – any opportunity to leverage magnitude of ASW project to reduce SRB fees to individual districts (e.g. finding economy in duplication of similar/same upgrades or programming with numerous SD's) – Hilary is working with Ministry on this issue to get some provincial coordination on the reporting of data.

- g.* SDS data reporting – this program is being phased out with a new product having already been introduced for purchase. Sue reports some SD's from pilot year used SDS successfully re: data collection, reporting and analysis.
- h.* FOIPPA – the main issue re: ASW project is the storage of medical information.
- i.* Job Demands Analysis – there has been some provincial work done on teacher JDA's as a joint project with WSBC; this information will be forwarded to Shari. Sue also advised that Onet is a good online resources for some basic JDA's. There was brief discussion about coordinating some JDA's if required among the group as a way to have a collective inventory of JDA's to access when needed.
- j.* PBC and/or Morneau analytics update – Sue is in communication with PBC about what additional services / analytics they provide and the fees, however there is already reporting available on the admin portal and SD's are advised to contact their specific PBC service rep to discuss. Sue indicated there is possibility that Phase 3 SD's may get access to Morneau's Health survey tool.

Next Steps:

1. Steering committee and some PVP to participate in ASW online "orientation" training course pilot during week of Oct. 31-Nov 4 approx 1 hr. – contact Shari with names of participants.
 2. Shari to attend Train the Trainer session with BCPSEA in Nov
 3. SD's to contact PBC service rep to discuss services/analytics they can provide re: wellness
 4. In person training on attendance support for direct manager/PVP group can be done once data reports are available in your district.
 5. Shari to data gather available Job Demands Analysis from BCPSEA and districts who may have some to support disability management/return to work activities.
4. **Additional Ministry funding** – Kevin confirmed the Ministry has provided an additional \$25K to support the shared services undertaken in this OLRC ASW project. Tammy and Kevin will discuss potential allocation plan and bring forward to the committee.
5. **Disability Management Consulting Update and Discussions** – Shari provided brief synopses of the types of RTW and Disability Management consultations to date and invited conversations as required along the way.

Next Steering Committee Meeting: November 3rd at 9:30 am via conference call