

# ASW Steering Committee Meeting Minutes – Dec. 1, 2016

Via Conference Call 9:30 a.m.

**Attending:** Shari Featherstone, Bruce Tisdale, Kevin Black, Tracy Liesch, Diana Hillocks, Tammy Sowinski, Dana Klotz

## 1. NOVEMBER 3, 2016 MINUTES

There were no comments regarding the minutes.

## 2. OLD BUSINESS

### a. SD 36 (Surrey) Data Management

Shari has reached out to Kathy Wright who is the HR director for SD 36 and is waiting to hear back.

**ACTION ITEM:** Shari will continue to follow-up once Kathy has transitioned to role with BCPSEA.

### b. Data Collection

This is the biggest item districts are dealing with and all districts are moving forward.

As districts are proceeding with the data collection it appears that due to the sizes of the districts, managing the data manually is not going to be a problem. It may even be helpful in that certain sections of data can be extracted and put into another spreadsheet if needed.

**ACTION ITEM:** Districts will continue to work on their specific data issues and Shari will continue to support individuals in the district data role to assist and troubleshoot problems to keep progressing.

### c. Communication and Branding

This was addressed at the last meeting. It is early in the process, but it is important to keep it in mind.

**ACTION ITEM:** This will be kept on the agenda and revisited along the way.

### d. Employee Surveys

This might need to be looked at sooner than the Branding topic, and will be discussed during the January meeting.

### e. Online ASW Pilot

Sue Ferguson, BCPSEA, has advised that the pilot is ready to go and will likely be available in December or early January. BCPSEA is considering a charge of \$35/person.

**ACTION ITEM:** This resource will be considered as an option when principal/manager training format is finalized.

## **f. Train the Trainer**

BCPSEA has advised that this program is also ready to go; the content has been developed and they are working on the scheduling.

## **g. JDA**

Sue Ferguson, BCPSEA, sent Shari copies of JDAs completed as a joint project between SD 61 (Greater Victoria) and WorkSafe BC. They were done in 1997 so are dated. They may be helpful as a reference but whether a JDA needs to be done might need to be decided on a case-by-case basis, as accommodations/return to work issues are specific to the employee and the position.

Also, with RTWs, there are other agencies involved and it may be helpful to collaborate with those groups with respect to information they might already have.

## **3. DISABILITY MANAGEMENT**

This is an ongoing process. Shari is currently working on a resource document that all districts would have access to. It will outline such things as best practices, specific procedures that are important and would be followed so that all processes are under one umbrella -- from safety to attendance support to wellness to general disability management; helping employees stay at work and healthy.

## **4. NEW BUSINESS**

Data collection has been the largest task in this process and that will continue at various stages in the districts. However, in January, it may be time to start discussing other goals, such as data presentation, then moving on to look at surveys.

Tammy advised that the OLRC will be doing a Pro-D session at the BCSTA zone meeting in Merritt on February 24, 2017. The sessions will focus on wellness, the ASW project, and mental health and wellness. Christa Mullally, the Executive Director of the Kamloops CMHA, and Kathy Wright of BCPSEA will be presenting.

## **5. ROUND TABLE**

There was some discussion regarding the data collection process. All districts are currently working on this.

## **6. NEXT MEETING DATE**

January 5, 2017, via conference call commencing at 9:30 a.m.

The meeting adjourned at 10:00 am.