

# ASW Steering Committee Meeting Minutes – May 30, 2017

## Phone Meeting

**Attending:** Shari Featherstone, Tammy Sowinski, Crystal Volansky, Susan Trower, Lynn Luter, Carmen Quinlan, Tracy Liesch, Lynda Minnabarriet

1. Approval of Apr. 25, 2017 meeting minutes
2. Old Business

- a. Data: Shari reported that the most recent version of the data analysis tool reflects actual data from SD53 and that it will be forwarded to Susan in SD53 to review and discuss any areas of concern. Shari has worked with a SD10 support person from Cayenta (parent company of SDS) to create initial versions of the reports required – there may be some “work” required by the data specialist to pair the report with the analysis tool. Shari will also contact the Cayenta support person for SD58 to see if they are able to create a version of the reports that’s closer to what is required.

Shari discussed with the group the issue of rolling the principal/vice-principal employee group into the excluded employee group for the purposes of this analysis, due to the small numbers of both groups the validity of the data is reduced. There was consensus among the group about this.

Shari indicated the goal is to have the data analysis tool in the hands of at least two SD’s by the end of June with instructions on how to import their data into the analysis tool (one SRB SD – SD53 and one SDS SD is planned so that kinks can be worked out for the other SD’s).

**Action Item:** Shari will continue to work with Craig to ensure the excluded group and BCPVPA group are rolled into one unit for the analysis.

Lynn will provide contact information for Cayenta support person and Shari will contact him re: SDS data extract reports.

Shari will work with Craig to prepare a document that provides clear instructions on how to merge SD data into the analysis tool.

- b. Employee Survey - defer
- c. Communication: The group discussed next steps for communication about the Employee and Workplace Health concept in general and in particular about the Attendance Support portion/pillar. Shari reported that she will attend an

initial meeting with SD58's managers in June (general introduction to the Employee and Workplace Health concept). Other SD's have indicated they prefer to defer these meetings until September or October. Shari confirmed she has also prepared a draft training manual for managers.

Susan reported that her union groups have been asking about the project's status – she indicated she will let them know about plans to begin communicating in the Fall once the Managers group has been fully apprised and trained. This will ensure managers have the information and ability to respond to questions once more widespread employee communication is released. It was agreed that unions should be provided with a draft copy of the employee communique for review and feedback prior to releasing it to the broader employee groups.

The group also discussed the format for communicating initially with the broader employee group about the project. Susan suggested checking with the EFAP quarterly report to see what the most prevalent modes of contact with their services are. Shari advised it is preferable to provide the information in more than one form of communication such as email, bulletins posted in work locations, agenda item at staff meetings or In-Service/Pro-D information sessions.

**Action Item:** Shari will forward the PowerPoint for Part One of the Manager Information sessions - the training manual for Part Two will also be forwarded to the group. All SD's are asked to review and send feedback and comments to Shari. Once the training manual is finalized the Part Two PowerPoint will be prepared based on the training manual.

SD's are to consider the preferred modes of communication to the broader employee group, as well as the specific timing of manager meetings and training in the late summer or early Fall. Shari is available to attend meetings and provide training.

3. Disability Management: Shari reported that she is preparing a more detailed audit questionnaire for SD's to better understand what the current practise is for each SD. This will inform the specific best practise tools and resources provided to each SD.

**Action Item:** Shari will consult with Kathy Wright (BCPSEA) regarding detailed best practises and once the DM audit questionnaire is complete she will provide it to SD's.

#### 4. New business

a. Update on ASW Consultant's contract: Tammy confirmed to the group that Shari's contract has been extended for one full year to Aug. 31, 2018 as 0.8 FTE as of September 1, 2017. She indicated the other two OLRC SD's (SD22 and SD51) have also joined the project. SD51 is looking forward to additional support for the work they have done during the Phase Two pilot year, and in particular for the data analysis piece and assistance/support with communication and training. SD22 is beginning the process this year.

b. Onboarding of new SD's:

**Action Item:** Shari will make contact with the new SD's in the coming few weeks to provide an overview of what has taken place this year and background information as needed. This will also inform what each of the new SD's requires in terms of immediate support from Shari. The two SD's will join the Steering Committee at the next meeting date.

c. Data Analysis timeline: The group discussed the strategy and logic of conducting quarterly data analysis and there was consensus on the following month end schedule: June, September, December, March. Each analysis will provide a rolling 12 month view of the absence data. Shari suggested this year's September review be done for information only and as a way to provide examples of actual data (anonymous) to managers during the Fall training sessions.

#### 5. Round table

6. Next meeting date: June 27, 2017 @ 11 am