

ASW Steering Committee Meeting Minutes – Sept. 12, 2017

Phone Meeting

Attending: Shari Featherstone, Tammy Sowinski, Crystal Volansky, Mark Jummon (joined late), Lloyd Franks, Sterling Olsen, Jeanette Hanlon, Susan Trower, Lynn Luter, Carmen Quinlan, Lynda Minnabarriet

1. Approval of June 27, 2017 meeting minutes
2. Old Business
 - a. Overview of recent ASW Consultant activities: Shari provided a summary of recent activities including:
 - i. Meeting with PVP's in SD58 at the end of June to review the concept of Employee and Workplace Health, its 4 pillars and to introduce the Attendance Support program. Shari suggested SD's consider whether a similar meeting would be beneficial in their district – she is keen to spread the word and is available should districts want this.
 - ii. Summer meeting and road trip with Kathy Wright (BCPSEA) to SD#'s 19 and 53 to review Kathy's role as provincial lead with ASW initiative and discuss progress and challenges.
 - iii. Shari and Kathy are working jointly on preparing policy templates for SD's and their Boards to consider in the areas of attendance, wellness and disability management. She will update along the way.

Action Item: SD's to consider whether an introductory PVP meeting is wanted and to contact Shari to arrange. Shari will update the group on policy templates when they are available.

- b. Data Analysis Update: Shari has continued to work with Craig over the summer, although progress was slower due to seasonal/vacation availability. The Excel tool will tentatively be ready to test in SD53 within the next week or two. It's expected that there will be some customization required for each SD to adapt the tool to the data extract format and working through this process will be the next step. Tammy noted for the benefit of the two incoming SD's (22 and 51) that initial steps in the data process entailed data clean-up at the district level to ensure the data being collected is consistent with what is to be analyzed.

Action Item: Shari will continue to work with Craig on the data analysis. Shari will connect with SD22 and SD51 regarding their data and review

if/what needs to be done re: data input (ensuring it's consistent and is capturing what is required for the analysis tool).

- c. Communication: Shari encouraged SD's to continue to regularly update union, PVP and management stakeholders on the progress of the Attendance Support initiative. She indicated she is available to attend brief update meetings if desired. Once data analysis is underway, communication will be expanded to include PVP/manager training. Communication with employees will take place after this by way of a variety of modes (email, bulletin, meetings, brochures etc), according to each SD's plan.

Susan brought up the topic of Shari assisting districts to tie this work in with each districts vision, mission and value statements (which are mostly student centered) when preparing communication materials.

Tammy also noted that BCPSEA is doing some work on developing provincial "branding" resources/templates that districts can utilize in district specific communications.

Action Item: SD's are requested to contact Shari if attendance at stakeholder meetings is desired for updates and/or introductory discussions. Shari will work with individual SD's to ensure communication messages are tied in with each SD's mission, vision and value statements.

3. New business

- a. Employee and Workplace Health document: Shari confirmed that this document was provided with the agenda last week – she indicated it was for the purposes of reviewing the history and background of the Attendance Support initiative and to remind everyone of the role/mandate of the Attendance Support Consultant as well as the services she can provide to districts. She encouraged everyone to read the document and contact her with any questions or with requests for assistance.
- b. Disability Management: Shari explained that work continues to be done with individual districts as needed to support best practises on such as issues as: RTW/GRTW, Duty to Accommodate, Duty to Inquire, medical documentation and liaison with other insurance providers or health care professionals. Work is currently being done with SD22 and SD10 on creating Functional Questionnaire templates to support managers/PVP when they encounter a situation that might require a workplace accommodation – communications with the employee are a key part of the process. Templates can be shared with other SD's and implemented as needed. She is also preparing a Functional Abilities/Limitations

medical form template that would be used if/when medical information is required to consider and support a variety of “stay at work” accommodation options that may arise.

Tammy noted that Shari has developed a workplace accommodation document and process that has proven very helpful in working through a number of issues that have arisen. The document is an important tool in clearly communicating all aspects of the accommodation to all parties and serves as the basis from which the accommodation can be reviewed on a regular basis.

Action Item: Shari will provide draft Functional Questionnaires to all SD’s for reference and SD’s can contact Shari to discuss specific situations as they arise to plan next steps.

4. Round table

- a. Lynda (SD74) inquired about SD51’s experience and practises since participating in the 2015-2016 ASW pilot project. Jeanette indicated their process continues to be quite informal and unions are supportive thus far. PVP’s were trained in having conversations with employees (union presidents were included in the training). The district is not doing incidental absence analysis specifically due to technical challenges, but attendance is monitored overall. Jeanette also noted that Wellness is an important aspect of the Attendance Support – she described high absenteeism within one department and when conversations were held to discuss this the District was able to offer some supports to the employees, which has reversed the attendance concerns.
- b. Crystal (SD10) inquired about Job Demands Analysis (JDA) and whether other districts have JDA’s and/or whether there has been any move towards a joint effort to acquire up to date JDA’s for most jobs. Shari and Tammy confirmed that this was also discussed last year and at that time there was the possibility of a joint WSBC/SD23 project to do this, however it doesn’t appear to have materialized. Shari commented that SD23 H&S has provided SD10 with several SD23 specific JDA’s and requested that they customize them to the job tasks/demands in SD10. Tammy noted that while this is a possible option to pursue, it may also be worthwhile to consider each SD committing to commission one JDA this school year, to be shared among the 7 districts.

Action Item: Shari will connect with Gregg Weaver from SD23 H&S to discuss options re: sharing SD23’s JDA’s and customizing each one to OLRC SD’s. An update will be provided next meeting.

5. Next meeting date: Oct. 17, 2017 @ 11:30 am (phone conference)