

ASW Steering Committee Meeting Minutes – Oct. 23, 2018

Phone Meeting

Attending: Shari Featherstone, Tammy Sowinski, Michelle Grenier, Crystal Volansky, Bruce Tisdale, Malcolm Reid, Lynn Heriot, Miranda Burdock, Susan Trower, Alison Brett, Barb Ross, Diana Hillocks

1. Approval of Sept. 18, 2018 meeting minutes – minutes were pre-circulated to the group with no amendments brought forward.

2. Old Business

- a. Data Analysis Update: Shari reported that work continues with the contracted data specialist to program the analysis tool for SD 10's SDS data reports. SDS tech support has also created data reports for SD22 and SD58. Shari will work with Lynn from SD22 to review their initial reports. SD51 and SD58 do not have the HR Module for SDS and as a result the employee data required for the analysis tool will need to be created in another way before the analysis tool can be adapted.

Further to the provincial data-analysis pilot arranged through BCPSEA and Morneau with a number of other districts (non-OLRC), Shari reported that the analysis tool has been completed in one district and Morneau is working with the 2nd district. This pilot is expected to cost each (non-OLRC) district approximately \$8-10k, with the exact amount not known until the analysis tool is completed for all six districts. The OLRC group has committed \$1250 to the independent contractor currently working on creating an absence data analysis tool for OLRC districts.

Action Item: Shari will continue to work with the analyst/programmer and districts to ensure progress is made in adapting the analysis tool to other SD's data.

3. New Business

- a. District Planning Guide and ASW Role – Shari pre-circulated a document for districts to review. She stated the intention is to take some time to regroup and review the overall goal of Employee and Workplace Health, along with the activities and tasks required to build best practises within Attendance Support, Disability Management and Wellness. The group was reminded that the wellbeing of individuals affect the collective work environment and conversely the work environment affects the wellbeing of individuals. There is momentum in this two way dynamic with the resulting 'energy or feeling" being an expression of workplace culture.

The document is intended to provide districts with a tool that can help to guide the inquiries that ask “how are we contributing (positively or negatively) to the workplace culture” and “what can we do better”. Shari also emphasized that the document refers to areas and ways in which she can contribute and assist districts to more positively influence the wellbeing of the work environment. She noted that how processes are carried out can directly affect the employees’ experience of various management processes (are they perceived as objective, fair and consistently applied? Are employees aware of processes? How are they communicated? Are they communicated often and regularly? Is the overall experience supportive?).

Districts were encouraged to review the guide and identify/prioritize what Shari can do to assist and facilitate. Shari will follow-up with districts individually in the coming weeks to further discuss and plan.

Tammy agreed it’s a good idea to take some time to review. She added that in the near future many of the resources, guides and templates currently available will be posted in the member section of the OLRC website (under construction) as an option for districts, with Tammy and Shari available for phone consults at any time.

Action Item: Districts are encouraged to review the Employee and Workplace Health Planning Guide provided via email on Oct. 22nd and Shari will follow up with districts to discuss and assist with identified priorities.

4. Round Table – Susan from SD53 stated that she has previously made it a practise to make the monthly EFAP wellness newsletter available to all staff via their staff portal, however she recently decided to take another step and email the newsletter individually to all employees. Of interest is that the email communication resulted in several responses thanking her for providing the information.
5. Next meeting date: Nov. 27, 2018 @ 11:30 am. A meeting invite will be emailed.