

Program Managers Minutes, Monday Oct. 16, 2017

Present: Lee, Angie (for Kathy), Janice, Meghan, Bob, Jennifer, Laurel, Lene, Joanne

Regrets: April and Jan

1. Review and Additions to Agenda
2. Review of Minutes from Sept. 11th
 - Sibling group has gone well. Will consider another group after Christmas.
 - Chili and Denim was cancelled due to lack of Ticket Sales
 - Still need parents for the advisory group.
3. History Form
 - Laurel has revised this with input from all. She will make final changes and circulate the new form. We also need to make sure that we are using the new Application for Service form and that community partners have the updated version. Laurel will also work on this.
 - There is also a need to review all of our medication forms. Joanne will bring to next Program Managers.
4. Performance Evaluations
 - All performance evaluations must be completed by the end of December. Joanne and Lene will provide package to all Program Managers.
5. Administration
 - Please review employee expense forms for completeness and accuracy before you pass on for payment.
6. Unexpected Visitors
 - Request that reception telephone staff when unexpected visitors/clients arrive rather than going down to their office.
7. Community Meetings
 - Still need a list of community committees and groups that staff are taking part in.
8. Staff Lunchroom
 - Ongoing concern about the location of the lunch room and the challenges that presents with noise and confidentiality,
 - Need to be clear that work related and client specific discussions should not take place in the lunchroom.
 - Joanne will add to her next UpdatED.
9. Illness
 - With flu season upon us, Joanne will send out a reminder that if you are sick, please stay home. Employees can be given the option of working remotely if they are concerned about tasks that need doing.
 - Joanne will also update and circulate existing policy on this.
10. Telethon
 - Everything on track. There will be some additional volunteers needed on the day.

11. Kindergarten Transition

- This year more than usual, reports and information prepared for the school district staff does not seem to be getting to the people who need it.
- Joanne will speak to Geoff Manning about potential changes for next year.
- Perhaps we should consider moving the transition process to September?

12. Program Updates

- Penny Kampen is now working in CIP
- New program schedule for CIP is going well, although still need more referrals.
- Andrea is away on leave and Tara is supporting Janice part time
- The ASLP offices are being renovated.
- Janice is going to the Aboriginal Early Years program that now has a parent component on Thursdays.
- The EIT team is working on standardizing their approach to case management.
- Kathy, Lindsay, Dixie and Anne are all at Circle of Security training this week.
- Lindsay will be attending the ECEBC meeting.
- Laurel has been revising the paperwork.
- She will be picking up at least one family to carry on her advocacy caseload.
- IDP/SCD in service is on Friday, Oct. 27th
- Preemie group is running 2 times per month.
- Jan gave a workshop to the Grandparents Group on Trauma and Attachment.

13. Board Schedule

- Oct. 25th SLP
- Nov. 22nd – OT
- Jan. 24th – ASLP
- Feb. 28th – Family Support
- March 28th – CIP
- April 25th - Jumpstart

14. Review of In Service Process and Actions

- Reviewed notes from White Spot meeting. Joanne will update and integrate into existing Service Delivery procedures.
- Will set up a school age in service in November.
- Will hold another early intervention in-service in February/March.

15. ISP

- Target is for all active clients to have ISP's in Nuc by the 31st of March.

16. MIC

- Reviewed how each program is using the Monitoring, Intervention and Consult designations.
- Are going to try and standardize this across programs. Intervention (at least once a month); Consult (every 3 – 4 months), Monitoring (every 6 months).

17. Direct and Indirect

- Joanne is still working on gathering the information needed to discuss a formula to guide Direct and Indirect service.
- Report #66 may be helpful with this.

18. Lunch and Learns

- Oct. 17th - Dianne
- November 21st – Nanaimo Training (Carlin)
- December 12th – Meghan and Sarah
- January 23rd – Circle of Security

Next meetings

- Tuesday, Nov. 14th, 12 – 2 p.m.
- Monday, Jan. 22nd
- Monday, Feb. 19th
- Monday, March 12th
- Monday, April 9th
- Monday, May 14th
- Monday, June 11th